

**Government of Punjab  
Department of Planning  
(Right to Service Act Division)**

To

All Deputy Commissioners in the State.

Memo No. 1/1-RTS Act-PSPB-2011/8177

Dated, Chandigarh, the 3rd Nov., 2011.

**Subject:- Review of Implementation of Right to Service Act- Conference of Deputy Commissioners on 9/11/2011.**

The next conference of Deputy Commissioners is being held on 9/11/2011 at 11.30 A.M in Punjab Bhawan, Chandigarh. The following items concerning Right to Service Act would be reviewed in the meeting:-

- (i) The recruitment of computer operators and purchase of computers in the office of SDMs and DCs. (Letter dated 17/10/2011)
- (ii) Display Boards at the service delivery points. (Letter dated 17/10/2011)  
Kindly ensure display boards at the following places:
  - (a) in the offices of Designated officers
  - (b) Fard Kendras
  - (c) Sanj Kendras
  - (d) Suvidha Kendras.
- (iii) Upgradation of Suvidha Centres – Information of Suvidha Centres in Form-I, number of services and work done in Suvidha Centres (District HQ as well as Sub-Divisions) in Form-II and time schedule for providing 47 services in Form-III. (Letter dated 17/10/2011)
- (iv) Check-List – Application format for all the 47 services alongwith check-list and acknowledgement slip. (Letter dated 17/10/2011)
- (v) Monitoring – Monitoring by SDMs and DCs of the work done by Designated officers, Fard Kendras, Sanj Kendras and Suvidha Centres in Form RTS-I. (Letter dated 17/10/2011)
- (vi) Affidavits – Information regarding services for which affidavits have been replaced with self declarations and services for which affidavits are required to be taken as per law. (Letter dated 21/10/2011)

2. The information regarding Right to Service Act may be assessed at Punjab Government website [punjabgovt.gov.in](http://punjabgovt.gov.in).

Sd/-  
(Satish Chandra)  
Principal Secretary Planning