

ਪੰਜਾਬ ਸਰਕਾਰ
ਯੋਜਨਾਬੰਦੀ ਵਿਭਾਗ
(ਰਾਈਟ ਟੂ ਸਰਵਿਸ ਐਕਟ ਡਵੀਜ਼ਨ)

ਸੇਵਾ ਵਿਖੇ

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ।

ਮੀਮੋ ਨੰ:1/1-ਆਰ.ਟੀ.ਐਸ ਐਕਟ-ਪਸਪਬ-2011/8065
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 21 ਅਕਤੂਬਰ, 2011.

ਵਿਸ਼ਾ:- ਹਲਫੀਆ ਬਿਆਨ ਖਤਮ ਕਰਨ ਬਾਰੇ ਪੰਜਾਬ ਗਵਰਨੈਂਸ ਰਿਫਾਰਮਜ਼ ਕਮਿਸ਼ਨ ਦੀ ਸਿਫਾਰਸ਼।

ਪੰਜਾਬ ਗਵਰਨੈਂਸ ਰਿਫਾਰਮਜ਼ ਕਮਿਸ਼ਨ ਦੀ ਇੱਕ ਅਹਿਮ ਸਿਫਾਰਸ਼ ਸੀ ਕਿ ਉਹ ਹਲਫੀਆ ਬਿਆਨ ਜਿਨ੍ਹਾਂ ਦੀ ਕਾਨੂੰਨ ਮੁਤਾਬਿਕ ਲੈਣ ਦੀ ਲੋੜ ਨਹੀਂ ਹੈ, ਖਤਮ ਕਰ ਦਿੱਤੇ ਜਾਣ। ਬਹੁਤ ਸਾਰੇ ਜ਼ਿਲ੍ਹਿਆਂ ਵਿੱਚੋਂ ਹਲਫੀਆ ਬਿਆਨ ਲੈਣੇ ਖਤਮ ਕਰ ਦਿੱਤੇ ਗਏ ਹਨ। ਆਪ ਜੀ ਨੂੰ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੂਚਨਾ ਭੇਜਣ ਲਈ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

- (1) ਕਿਹੜੇ-ਕਿਹੜੇ ਸਰਵਿਸਿਜ਼ ਲਈ ਹਲਫੀਆ ਬਿਆਨ ਖਤਮ ਕਰ ਦਿੱਤੇ ਗਏ ਹਨ, ਉਨ੍ਹਾਂ ਦੀ ਲਿਸਟ ਵਿਭਾਗ-ਵਾਰ ਭੇਜੀ ਜਾਵੇ।
 - (2) ਕਿਹੜੇ-ਕਿਹੜੇ ਸਰਵਿਸਿਜ਼ ਲਈ ਹਲਫੀਆ ਬਿਆਨ ਲਏ ਜਾ ਰਹੇ ਹਨ ਅਤੇ ਕੀ ਉਹਨਾਂ ਨੂੰ ਕਾਨੂੰਨ ਮੁਤਾਬਿਕ ਲੈਣ ਦੀ ਲੋੜ ਹੈ, ਇਹ ਸੂਚਨਾ ਵੀ ਵਿਭਾਗ-ਵਾਰ ਭੇਜੀ ਜਾਵੇ।
2. ਨਾਲ ਇੱਕ ਲਿਸਟ ਨੱਥੀ ਕੀਤੀ ਹੈ, ਜਿਸ ਵਿੱਚ 86 ਸਰਵਿਸਿਜ਼ ਲਈ ਹਲਫੀਆ ਬਿਆਨ ਖਤਮ ਕਰ ਦਿੱਤੇ ਦੱਸੇ ਹਨ/ਖਤਮ ਕੀਤੇ ਜਾ ਰਹੇ ਹਨ। ਆਪ ਵੱਲੋਂ ਉਪਰੋਕਤ (1) ਅਤੇ (2) ਸਬੰਧੀ ਜੋ ਸੂਚਨਾ ਦਿੱਤੀ ਹੈ ਜਾਂ ਦੇਣ ਵਾਲੀ ਹੈ, ਦੇ ਨਾਲ ਲਿਸਟ ਨੂੰ ਵੀ ਪੜ੍ਹਿਆ ਜਾਵੇ ਅਤੇ ਦੱਸਿਆ ਜਾਵੇ ਕਿ ਕੀ ਆਪ ਜੀ ਦੇ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਇਹ ਹਲਫੀਆ ਬਿਆਨ ਖਤਮ ਕਰ ਦਿੱਤੇ ਗਏ ਹਨ। ਇਹ ਸੂਚਨਾ ਇੱਕ ਹਫ਼ਤੇ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਭੇਜੀ ਜਾਵੇ ਜੀ।

ਡਾਇਰੈਕਟਰ ਪਲਾਨਿੰਗ
ਵਾਸਤੇ ਮੈਂਬਰ ਸਕੱਤਰ,
ਪੰਜਾਬ ਗਵਰਨੈਂਸ ਰਿਫਾਰਮਜ਼ ਕਮਿਸ਼ਨ

SERVICES FOR WHICH AFFIDAVITS HAVE BEEN REPLACED WITH DECLARATIONS**Scheme concerned with Department of Revenue**

Sr. No.	Name of Service	Concerned Department
1.	Issue of certificate of Nambardari-	Revenue
2.	Issue of Backward area certificate	Revenue
3.	Issue of Rural Area certificate	Revenue
4.	Issue of Kandi Area Certificate	Revenue
5.	Issue of SC/BC Certificate	Revenue
6.	Freedom Fighter Certificate	Revenue
7.	Dependent Certificate	Revenue
8.	Registration of marriage	Revenue
9.	Registration of documents	Revenue
10.	No Objection Certificate from both the parties in case of joint property	Revenue
11.	Countersignatures on translated copies of Ration Card	Revenue
12.	Regarding non-litigation in case of property	Revenue
13.	If the plot of applicant comes under Govt. land then the applicant will be bound to vacate the land, regarding vacation of Govt. Land	Revenue
14.	Issue of conveyance deed. No due certificate and copies of documents: (i) For duplicate copies of documents	Revenue
15.	Issue of permission to mortgage	Revenue

Department of NRI

Sr. No.	Name of Service	Concerned Department
1.	Issue of Un-married Certificate	NRI Services
2.	Issue of Marriage Certificate	NRI Services

Department of Transport

Sr. No.	Name of Service	Concerned Department
1.	Issue of Duplicate Registration Certificate	Transport
2.	Issue of Duplicate Licence	Transport

Department of Agriculture

Sr. No.	Name of Service	Concerned Department
1.	Sanction of aid under National Horticulture Mission	Agriculture
2.	Sanction of aid under National Agriculture Scheme	Agriculture
3.	Release of subsidy on agriculture tools	Agriculture
4.	Sanction of tube well connection under priority category	Agriculture

Department of Social Security

Sr. No.	Name of Service	Concerned Department
1.	Regarding Handicap Scheme	Social Security

Department of Welfare

Sr. No.	Name of Service	Concerned Department
1.	Sanction of grant under Shagun Scheme	Welfare

Department of Land Mortgage Bank

Sr. No.	Name of Service	Concerned Department
1.	Issue of No Due Certificate regarding loan against land	Land Mortgage Bank (Banking)

Department of Food and Civil Supply

Sr. No.	Name of Service	Concerned Department
1.	Regarding addition or deletion of name in Ration Card	Food and Supply
2.	Issue of New Ration Card	Food and Supply
3.	Issue of duplicate Ration Card	Food and Supply
4.	Sanction of licence for new Fair Price Shop (Ration Depot) or duplicate copy of the same	Food and Supply

Department of Industry

Sr. No.	Name of Service	Concerned Department
1.	Issue of licence for Brick Kiln or duplicate copy of the same	Industry
2.	Sanction of loan under Prime Minister Rozgar Yojana (PMRY)	Industry

Department of Urban Development

Sr. No.	Name of Service	Concerned Department
1.	Issue of change of land use as per master plan	Urban Development
2.	Permission to sale after conveyance deed (NOC) (i) allottee	Urban Development
3.	Transfer of plot/house/commercial site (before CD) (i) By allottee	Urban Development
4.	Issue of re-allotment letter/ Transfer of ownership letter	Urban Development
5.	Issue of certificate of registration as an Estate Agent	Urban Development
6.	Issue of certificate registration as promoter	Urban Development

Department of Water Supply and Sanitation

Sr. No.	Name of Service	Concerned Department
1.	Regarding change of title in case of water connections	Water Supply and Sanitation

Department of Local Self Government

Sr. No.	Name of Service	Concerned Department
1.	Change of name regarding House Tax	MC
2.	Regarding waiver of House Tax	MC
3.	Regarding construction as per approved building plan	MC
4.	Regarding completion certificate of building	MC

Department of Electricity Board

Sr. No.	Name of Service	Concerned Department
1.	Regarding Commercial Electricity Connections	PSEB

Department of Health

Sr. No.	Name of Service	Concerned Department
1.	Amendment in birth certificate	Health
2.	Late registration of death and birth certificate	Health
3.	Sanction of benefits under Family Planning Scheme	Health
4.	Sanction of Medical Reimbursement	Health
5.	Sanction of advances for House building and vehicles	Health

Department of PWD

Sr. No.	Name of Service	Concerned Department
1.	Permission for Construction of Basement	PWD

Department of Concerned DC office (Local Administrative matters)

Sr. No.	Name of Service	Concerned Department
1.	Issue of survivors certificate or succession certificate	DC Office
2.	N.O.C. of marriage palaces	DC Office
3.	N.O.C of video parlours	DC Office
4.	Title of Printing Press /newspaper	DC Office
5.	Regarding Character certificate (media related)	DC Office
6.	Issue of Residence Certificate	DC Office
7.	Issue of Surviving Family Member Certificate	DC Office
8.	Allotment of residential houses the employees appointed on contract basis	DC Office
9.	Permission of professional consultancy and STD services in residential houses	DC Office
10.	Cancellation of Higher Purchase Agreement	DC Office

Department of Police

Sr. No.	Name of Service	Concerned Department
1.	Issue of Police Clearance Certificate (P.C.C)	Police Deptt

Department of Fisheries

Sr. No.	Name of Service	Concerned Department
1.	Release of subsidy in schemes of Fisheries Department	Fisheries
2.	Digging up of new pond	Fisheries
3.	For renovation of old pond	Fisheries
4.	For providing feed and food to fishes	Fisheries

Department of Development Gram Panchayats & Local Municipal Committee

Sr. No.	Name of Service	Concerned Department
1.	For providing 16 Marla free of cost land for new setting up of new tubewell	Gram Panchayat /Municipal Committee

Sr. No.	Name of Service	Concerned Department
1.	Sanction of Ex-India Leave	All Head of Deptt.
2.	Sanction of Final Payment of GPF	All Head of Deptt.
3.	Availing of Leave Travel concession	All Head of Deptt.
4.	Issue of NOC for passport by an employee	All Head of Deptt.
5.	Declining of promotion by an employee	All Head of Deptt.
6.	Sanction of proficiency step up under Assured Progression Scheme	All Head of Deptt.
7.	Sanction for approval for Higher Education	All Head of Deptt.
8.	Sanction of G.P.F. /C.P.F. Advance to the employees	All Head of Deptt.
9.	Sanction of Ex-gratia and other benefits on the death of an employee	All Head of Deptt.
10.	Regarding Voluntary Retirement	All Head of Deptt.
11.	Reimbursement of medical bills to the retired employees	All Head of Deptt.
12.	At the time of clearance of probation period by an employee	All Head of Deptt.
13.	Declaration before joining in Govt. Service	All Head of Deptt.

Sr. No.	Name of Service	Concerned Department
1.	Employment on compassionate grounds	Concerned Deptt. / Head Department
2.	Joining of an employees after availing long leave	Concerned Deptt.

Sr. No.	Name of Service	Concerned Department
1.	Sanction of pension after retirement	All Govt.
2.	All other matters regarding GPF of employees	All Govt

Sr. No.	Name of Service	Concerned Department
1.	Declaration for inter-district transfers	Common all department

Sr. No.	Name of Service	Concerned Department
1.	Declaration for Condonation of Shortage of lectures by college students	Education
2.	Declaration at the time of admission of students	Education

SERVICES FOR WHICH AFFIDAVITS ARE BEING TAKEN

Sr. No.	Services for Name	Concerned Department
1.	Issue of Passport	External Affairs Department

Sr. No.	Services for Name	Concerned Department
1.	Regarding sale/purchase of ammunition	DC Office
2.	Regarding titles of magazines/news papers	DC Office
3.	Regarding M.P. LAD Scheme	DC Office (Planning Board)
4.	For setting up of agencies under Small Saving Scheme	DC Office (Distt. Saving Officer)
5.	Permission to change of ownership as a consequence of death of owner of plot/site/house	DC Office
6.	Permission to sale after conveyance deed (NOC) (i) By purchaser (ii) By GPA/Sub GPA of purchaser (i) Indemnity bond by purchaser	DC Office
7.	Issue of conveyance deed. No due certificate and copies of documents : For C.D. through GPA	DC Office

Sr. No.	Services for Name	Concerned Department
1.	Issue of new or renew of the licences for pesticides and seeds	Agriculture

Sr. No.	Services for Name	Concerned Department
1.	Regarding sale/purchase of vehicles	Transport

Sr. No.	Services for Name	Concerned Department
1.	Regarding primary enquiries of Panches/Sarpanches	Development

Sr. No.	Services for Name	Concerned Department
1.	Registration of Society under Society registration Act 1860	Industry

Sr. No.	Services for Name	Concerned Department
1.	Loan from different banks	Concerned Banks
2.	Regarding Direct Loan Scheme	Concerned Banks

Sr. No.	Services for Name	Concerned Department
1.	Regarding permission to the concerned owners for cutting in closed areas under Section	Forest Depts.
2.	Regarding approval of Diversion of Forest land under F.C.A 1980 from the concerned user agency	Forest Depts.

Sr. No.	Services for Name	Concerned Department
1.	Transfer of plot/house/ commercial site (before CD) (i) By purchaser (ii) By GPA/Sub GPA of purchaser (iii) Indemnity bond by purchaser	Urban Urban

Sr. No.	Services for Name	Concerned Department
1.	Regarding National Sweeper Employees Scheme	Welfare department
2.	Regarding National Schedule Caste Finance Scheme	Welfare department