

### The list of Services purposed to be added in RTS

Sr. No	Department/ Organisation	Name of the Service	Given time limit (working days)	Designated officer	First Appellate Authority	Second Appellate Authority
70.	Health	Copy of Interim Medico Legal Report	2 days	Senior Medical Officer I/C of District Hospital or Sub Divisional Hospital of Community Health Centre/Primary Health Centre or Medical Superintendent of the Medical Colleges	SDM of the concerned Sub Division	Deputy Commissioner of the concerned District
71.	Health	Copy of Complete Medico Legal Report	7 days (if expert opinion or investigation is complete)	Senior Medical Officer I/C of District Hospital or Sub Divisional Hospital or Community Health Centre/ Primary Health Centre or Medical Superintendent of the Medical Colleges	SDM of the Concerned Sub Division	Deputy Commissioner of the concerned District
72.	Health	Issuance of Disability Certificate Obvious Disability (Loco Motor, Blindness)	4 days	Senior Medical Officer I/C of District Hospital, Sub Divisional Hospital & Community Health Centre or Medical Officer I/C of primary Health Centre	Civil Surgeon of the concerned District	Deputy Commissioner of the concerned District
73.	Health	Issuance of Single Disability Certificate	7 days	Senior Medical Officer I/C District Hospital Sub Divisional Hospital & Community Health Centre	Civil Surgeon of the concerned District	Deputy Commissioner of the concerned District
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74.	Health	Issuance of Multiple Disability Certificate	7 days (After Completion of necessary tests etc.)	Senior Medical Officer I/C of District Hospital and Sub Divisional Hospital	Civil Surgeon of the concerned District	Deputy Commissioner of the concerned District

75.	Cooperation/ Housefed	Re-transfer of Property	21 days	Superintending Engineer.	Managing Director	Chairman/ Administrator
76.	Cooperation/ Housefed	Duplicate Allotment Letter	21 days	Superintending Engineer.	Managing Director	Chairman/ Administrator
77.	Cooperation/ Housefed	No Due Certificate	15 days	Superintending Engineer.	Managing Director	Chairman/ Administrator
78.	Cooperation/ Housefed	Permission to Mortgage	15 days	Superintending Engineer.	Managing Director	Chairman/ Administrator
79.	Cooperation/ Housefed	Permission to Sell	21 days	Superintending Engineer.	Managing Director	Chairman/ Administrator
80.	Cooperation/ Housefed	Re-transfer in Death Case	45 days	Superintending Engineer.	Managing Director	Chairman/ Administrator
81.	Cooperation/ Housefed	Possession Certificate	15 days	Superintending Engineer.	Managing Director	Chairman/ Administrator
82.	Colonisation	Final Account	21 days	Concerned Dealing Assistant	Deputy Director Colonisation	Director Colonisation
83.	Colonisation	Issue of No Dues Certificate	15 days	Concerned Dealing Assistant	Deputy Director Colonisation	Director Colonisation
84.	Colonisation	Issue of Conveyance Deed	15 days	Administrator, New Mandi Township, Punjab	Deputy Director Colonisation	Director Colonisation
85.	Colonisation	Transfer of Property Rights	21 days	Administrator, New Mandi Township, Punjab	Deputy Director Colonisation	Director Colonisation
86.	Colonisation	Transfer of Property Rights in Case of Death (Uncontested)	45 days	Administrator, New Mandi Township, Punjab	Deputy Director Colonisation	Director Colonisation
87.	Industries/ Punjab Small Industries & Export Corporation limited	Sanction of Water Supply OR Sewerage Connection	10 days	XEN	Superintending Engineer	Managing Director
88.	Industries/ Punjab Small Industries & Export Corporation limited	Mortgage 1st Charge	15 days	CGM(Estate)	Managing Director	Secretary Industries

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89.	Industries/ Punjab Small Industries & Export Corporation limited	Registration of lease/ Conveyance Deed	15 days	Estate Officer	CGM (Estate)	Managing Director
90.	Industries/ Punjab Small Industries & Export Corporation limited	Conversion from lease to Free Hold	30 days	Managing Director	Secretary Industries	Principal Secretary Industries & Commerce
91.	Agriculture/ Punjab Mandi Board	Issue of No Objection Certificate/ Duplicate Allotment/Re-allotment	21 days	Estate Officer Punjab Mandi Board	Additional Director (Estate)	Secretary Punjab Mandi Board
92.	Agriculture/ Punjab Mandi Board	Issue of Conveyance Deed	15 days	Estate Officer Punjab Mandi Board	Additional Director (Estate)	Secretary Punjab Mandi Board
93.	Agriculture/ Punjab Mandi Board	Issue of No Due Certificate	15 days	Estate Officer Punjab Mandi Board	Additional Director (Estate)	Secretary Punjab Mandi Board
94.	Agriculture/ Punjab Mandi Board	Re-transfer of Property in Case of Sale	15 days	Estate Officer Punjab Mandi Board	Additional Director (Estate)	Secretary Punjab Mandi Board
95.	Agriculture/ Punjab Mandi Board	Re-transfer of Property in Case of Death (Uncontested)	45 days	Estate Officer Punjab Mandi Board	Additional Director (Estate)	Secretary Punjab Mandi Board
96.	Agriculture/ Punjab Mandi Board	Issue of N.O.C for Mortgage	15 days	Estate Officer Punjab Mandi Board	Additional Director (Estate)	Secretary Punjab Mandi Board
97.	Local Government	Issue of Copy of Tax Assessment Register (TS1) in Municipal Committees and Municipal Corporations	5 days	House Tax Superintendent of Municipal Committees of Municipal Corporations	SDM of the concerned District	Deputy Commissioner of the Concerned District
98.	Local Government	Transfer of Name in Tax Assessment Register (TS1) in Case of Sale in Municipal Committees and Municipal Corporations	12 days	House Tax Superintendent of Municipal Committees or Municipal Corporations	SDM of the concerned District	Deputy Commissioner of the Concerned District
99.	Local Government	Transfer of Name in Tax Assessment Register (TS1) in Case of Death in Municipal Committees and Municipal Corporations	27 days	Executive Officer of Municipal Committees or Assistant Commissioners of concerned Municipal Corporations	SDM of the concerned District	Deputy Commissioner of the Concerned District

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100.	Local Government	Transfer of Name in Tax Assessment Register (TS1) in Case of Unregistered will Deed/Registered will Deed/in Case of Court Decrees in Municipal Committees and Municipal Corporations	30 days	Executive Officer of Municipal Committees or Assistant Commissioners of concerned Municipal Corporations	SDM of the Concerned District	Deputy Commissioner of the Concerned District
101.	Local Government	Issue of Copy of Tax Assessment Register after Change of Number	10 days	House Tax Superintendent of Municipal Committees or Municipal Corporations	SDM of the concerned District	Deputy Commissioner of the Concerned District
102.	Local Government	Issue of No Due Certificate in Municipal Committees and Municipal Corporations	7days	Executive Officer of concerned Municipal Committees or Assistant Commissioner of concerned Municipal Corporations	SDM of the concerned District	Deputy Commissioner of the Concerned District
103.	Local Government	Issue of Conveyance Deed in Municipal Committees and Municipal Corporations	15 days	Executive Officer of concerned Municipal Committees or Assistant Commissioner of concerned Municipal Corporations	SDM of the concerned District	Deputy Commissioner of the Concerned District
104.	Local Government	Sanction of Water Supply/ Sewerage Connection in the Improvement Trusts	7 days	Executive Officer of concerned Improvement Trust	SDM of the concerned District	Deputy Commissioner of the Concerned District
105.	Local Government	Issue of New Trade license by Municipal Committees and Municipal Corporations	12 days	Superintendent of the concerned Municipal Committees or Municipal Corporations	SDM of the concerned District	Deputy Commissioner of the Concerned District
106.	Local Government	Renewal of Trade license by Municipal Committees or Municipal Corporations	10 days	Superintendent of the concerned Municipal Committees or Municipal Corporations	SDM of the concerned District	Deputy Commissioner of the Concerned District

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107.	Housing & Urban Development	Attested Copy of any Document	3 days	Supt. of the concerned Office of the Authority	Addl. Chief Administrator of concerned Authority	Chief Administrator of concerned Authority
108.	Housing & Urban Development	Change of Ownership (Other than Death Cases)	5 days	Estate Officer	Addl. Chief Administrator of concerned Authority	Chief Administrator of concerned Authority
109.	Housing & Urban Development	Demarcation of Plot	5 days	SDO (Building)	Addl. Chief Administrator of concerned Authority	Chief Administrator of concerned Authority
110.	Housing & Urban Development	Issue of Plinth /Roof Level Certificate	7 days	SDO (Building)	Addl. Chief Administrator of concerned Authority	Chief Administrator of concerned Authority