

DIRECTORATE OF HIGHER EDUCATION
CHANDIGARH ADMINISTRATION
(College-II Branch)
Additional Deluxe Building, 2nd Floor, Sector-9,
Chandigarh-160009

ASPD (RUSA).....88
L/TEC 28/04/2026.....

No.DHE-UT-C4-26(40)25/1618

Dated: 27/04/26

To

✓ The ASPD(RUSA), RUSA Building,
Sector-42, Chandigarh,

Subject:- Regarding Right to Service Act Services online/offline.

Reference this office Endst. No.1549 dated 20.04.2026 (copy enclosed) on the subject cited above.

It is intimated that since the Service regarding attestation of documents for Bus Pass is being provided offline, therefore, it is requested to give justification as to why this Service is not being provided online.

DA/As above

Maya
Superintendent College-II,
For Director Higher Education,
Chandigarh Administration.

RTS MATTERS
PERSONAL ATTENTION

Chandigarh Right to Service Commission
(Chandigarh Administration)
Nagar Yojana Bhavan, C- Wing, Sector 18-A, Madhya Marg, Chandigarh -160018
Phone No. 0172-2700018, email – chd.rtsc@chd.nic.in
website: rtsc.chd.gov.in

No. MS/CRTSC/2026/95

Dated: 10/04/26

To

✓ The Director
Higher Education, UT Chandigarh

Subject: Regarding submission of Monthly Progress Reports and information in respect of Nodal Officer with regard to the implementation of the Right to Service Act in the Union Territory, Chandigarh.

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Madam/Sir,

Please find enclosed herewith a copy of Notification bearing No. 28/67/1-IH(9)-2026/73240, dated 30.03.2026 issued by the Chandigarh Administration, Department of Personnel, whereby the services of your department have been notified under the Right to Service Act.

2. You are requested to send the Monthly Progress Reports, with regard to the total number of applications (received & disposed off by the Designated Officers) and number of first/second appeals (received and disposed off by the First & Second Appellate Authorities), number of services provided to the applicants and number of those applications which are rejected, under the Right to Service Act in respect of the services of your department notified vide above mentioned notification, by 5th of every following month to the Commission, for onward transmission to the Hon'ble Administrator, Chief Secretary and Secretary Personnel, UT., Chandigarh.

3. It is brought to your notice that it has been observed by the Commission that the departments are not sending the Monthly Progress Reports by 5th of every following month, inspite of repeated directions issued by the Commission. You are, therefore requested to ensure that the Monthly Progress Reports of your department are received in the Commission by 5th of every following month, on the prescribed

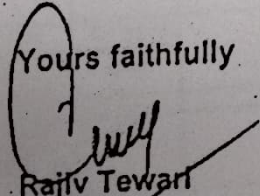
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proformas (Annexures "A", "B" and "C") already sent to you, by the Commission vide letter No. MS/CRTSC/2025/107, dated 21 02 2025.

4. Further, the information with regard to the Nodal Officer appointed by your department for implementation of the Right to Service Act, containing names, official designation and contact (Mobile) numbers may also be sent to the Commission, immediately.

5. This issues with prior approval of the Hon'ble Chief Commissioner, Chandigarh Right to Service Commission.

Yours faithfully


Rajiv Tewari
Member Secretary

CC

Copy is forwarded for information to the:-

1. Chief Secretary, UT., Chandigarh.
2. Secretary Personnel, Chandigarh Administration.

DIRECTORATE OF HIGHER EDUCATION
CHANDIGARH ADMINISTRATION
(College-II Branch)
Additional Deluxe Building, 2nd Floor, Sector-9,
Chandigarh-160009

Endst. No.-DHE-UT-C4-26(40)16 / 1549

Dated: 20/04/26

A copy received from Chandigarh Right to Service Commission, Chandigarh Administration Department bearing letter No. MS/CRTCS/2026/95 dated 10.04.2026 alongwith New Notification bearing No. 28/67/1-IH(9)-2026/73240 dated 30.03.2026 issued by the Department of Personnel, Chandigarh Administration is sent herewith to the following with the request to supply the Monthly Progress Report on 1st of every month:-

1. The Principal, Govt. College-11, Chandigarh.
2. The Principal, Govt. College for Girls, Sector-11, Chandigarh.
3. The Principal, Govt. College for Girls, Sector-42, Chandigarh.
4. The Principal, Govt. College, Sector-46, Chandigarh.
5. The Principal, Govt. Home Science College, Sector-10, Chandigarh.
6. The Principal, Govt. College of Education, Sector-20/D, Chandigarh.
7. The Principal, Govt. College of Commerce & Business Administration, Sector-50, Chandigarh.
8. The Principal, Govt. College of Yoga Education and Health, Sector-23, Chandigarh.
9. The Director, SCERT-32, Chandigarh.
10. The Director, Regional institute of English, Sector-32, Chandigarh.
11. The Librarian, T.S. Central State Library, Sector-17, Chandigarh.
12. The Librarian, Divisional Library (South), Sector-34, Chandigarh.
13. The Principal, Sri Guru Gobind Singh College, Sector-26, Chandigarh.
14. The Principal, Guru Gobind Singh College for women, Sector-26, Chandigarh.
15. The Principal, Dev Samaj College of Education, Sector-36, Chandigarh.
16. The Principal, Dev Samaj College for Women, Sector-45, Chandigarh.
17. The Principal, DAV College, Sector-10, Chandigarh.
18. The Principal, MCM DAV College for Women, Sector-36/A, Chandigarh.
19. The Principal, GGDSD College, Sector-32, Chandigarh.
20. ASPD (RUSA) building, Sector-42, Chandigarh.
21. The SLO, O/o DHE, UT, Chandigarh.
22. Dealing Assistant (C-6), College-II Branch, O/o DHE, UT, Chandigarh.

DA/As above

Mangru
Superintendent College-II,
For Director Higher Education,
Chandigarh Administration.

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

No. 28/67/1-IH(9)-2026/73240

Dated: 30.03.2026

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and 28/67/1-IH(9)-2025/13540 dated 29.09.2025 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014, as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of Directorate of Higher Education, Union Territory, Chandigarh, for the purposes of the Acts, ibid, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Higher Education	Bonafide Certificate	07 days	Principal, Govt./Aided College	Director Higher Education	Secretary Education	
2.	-do-	Character Certificate	07 days	-do-	-do-	-do-	
3.	-do-	Attestation of documents for Bus Pass	07 days	-do-	-do-	-do-	
4.	-do-	College fee	Within 24 hours after generation of pre-receipt by college	Superintendent College	Vice Principal of concerned college	Principal of concerned college	
5.	-do-	Admission fee	-do-	-do-	-do-	-do-	
6.	-do-	Free Education to Meritorious SC/OBC students	20 days	Registrar Education (C)	State Liaison Officer, O/o DHE	DHE	
7.	-do-	Library Membership	02 days	Principal/ Director/ Librarian in-charge Govt Aided Colleges/ Institutes/ Libraries Chandigarh	-do-	-do-	

- (i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects
- (ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Directorate of Higher Education, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 24th March, 2026

Administrator
Union Territory, Chandigarh

Endst. No. 28/67/1-IH(9)-2026/73240A

Dated: 30.03.2026

A copy is forwarded to the Chief Commissioner, Chandigarh Right to Service Commission w.r.t. Letter Nos.PS/CRTSC/2023/118 dated 17.03.2023, for information and necessary action.

AKM
30/03/26

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst. No. 28/67/1-IH(9)-2026/73240B

Dated: 30.03.2026

A Copy is forwarded to each of the Administrative Secretaries/Heads of Departments/Heads of Boards/ Corporations for information and necessary action.

AKM
30/03/26

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Chandigarh Right to Service Commission

(Chandigarh Administration)

Nagar Yojana Bhavan, C-Wing, Sector 18-A, Madhya Marg, Chandigarh - 160018

Phone No. 0172-5171500, 2700018, email - chd.rtsc@chd.nlc.in

website: rtsc.chd.gov.in

Diary No. 4236

Date 01/12/2020

To 1094
07/12/2020

No:- MS/CRTSC/2020/198-199
Dated:- 27-11-2020

The Labour Commissioner
U.T., Chandigarh

PA/ELT 1989

Dated 02.12.2020

- 2 The Director Agriculture
U.T., Chandigarh
- 3 The Commissioner
Excise & Taxation Department
U.T., Chandigarh
- 4 The Director Food & Supplies and
Consumer Affairs & Legal Metrology
U.T., Chandigarh
- 5 The Director AYUSH
Chandigarh Administration
- 6 The Chief Conservator of Forests
U.T., Chandigarh
- 7 The Senior Superintendent of Police
U.T., Chandigarh
- 8 The Director (Transport) and
Divisional Manager (CTU)
Chandigarh Administration
- 9 The Director
Social Welfare
Chandigarh Administration
- 10 The Managing Director
Women and Child Development
Chandigarh Administration
- 11 The Managing Director
Scheduled Castes, Backward Classes & Minorities
Financial & Development Corporation Limited
- 12 The Director Higher Education
U.T., Chandigarh
- 13 The Director School Education
U.T., Chandigarh
- 14 The Director Sports
U.T., Chandigarh

DNE
JDA
DC (F&A)
SLO

31/12/20
Ad-11

2-12-2020

DEC(S)
ACCP&A

CAd

Immediate Action
Please ensure its
Compliance

31/12/20

Ref: 37/12
S Adm
Ad-11

- 15 The Director
Animal Husbandry & Fisheries,
U.T., Chandigarh
- 16 The Secretary
State Transport Authority
Chandigarh Administration
U.T., Chandigarh
- 17 The Zila Sainik Welfare Officer
U.T., Chandigarh
- 18 The Director
PEC, U.T., Chandigarh
- 19 The Director Health & Family Welfare
Chandigarh Administration
- 20 The Director Principal
GMCH- 32
Chandigarh
- 21 The Chief Architect
Urban Planning
U.T., Chandigarh
- 22 The Chief Engineer
U.T., Chandigarh
- 23 The Regional Employment Officer
Regional Employment Exchange
U.T., Chandigarh

ADD
DC (F&W)
S/O

Subject: Display of information on the website of the Department

Sir/Madam,

In continuation of Commission's letter no. 196-197 dated 22.10.2020 (copy enclosed), I am directed to state that Rule 8 of the Chandigarh Right to Service Rules provides as under:-

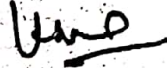
- (i) **All information relating to the various public services, their time-limits, application forms and the requisite documents, shall put on the official website(s) and also, if feasible, outside the offices or at any other conspicuous place in the office area, by the respective departments.**
- (ii) **In the event of non-display of such information in the public domain, the Second Appellate Authority or the Commission shall be competent to initiate appropriate action against the concerned Designated Officer.**

2. In view of above, it is requested that you may kindly direct all the Designated Officers working under your administrative control and all other concerned officers to comply with the above Rule provisions of the Chandigarh Right to Service Rules, 2019

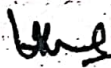
3. After the requisite information relating to public service is uploaded on the website of the department and/or signboards, a compliance report may kindly be sent to the Commission, latest by 15th of December, 2020

Thanking you,

Yours faithfully


(Uma Shankar Gupta, PCS)
Member- Secretary

Copy is forwarded to all Principal Secretaries/Secretaries/ Spl. Secretaries, Chandigarh Administration for their kind information.


(Uma Shankar Gupta, PCS)
Member- Secretary

**DIRECTORATE OF HIGHER EDUCATION
CHANDIGARH ADMINISTRATION
(ADMINISTRATION BRANCH)**

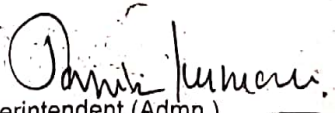
Additional, Deluxe Building, 1st Floor,
Sector-9, Chandigarh -160009

Endst No. 1094-DHE-UT-AD.II-26(40)16

Dated: 14/12/2020

A Copy is forwarded to the following to download the 03 notification (as mentioned in letter) from the Commission's website i.e. rtsc.chd.gov.in and to upload the same on the respective official websites or signboards of your concerned institution and send a compliance report to this office immediately for onward transmission to the commission.

1. The Director, Regional Institute of English, Sector-32, Chandigarh.
2. The Director, State Council of Educational Research and Training, Sector-32, Chandigarh
3. The Principal, Govt. Home Science College, Sector-10, Chandigarh
4. The Principal, PG Govt. College for Boys, Sector-11, Chandigarh.
5. The Principal, PG Govt. College for Girls, Sector-11, Chandigarh
6. The Principal, Govt. College of Education, Sector-20, Chandigarh.
7. The Principal, Govt. College of Yoga and Health Education, Sec-23, Chd.
8. The Principal, PG Govt. College for Girls, Sector-42, Chandigarh
9. The Principal, PG Govt. College, Sector-46 Chandigarh
10. The Principal Govt. College of Commerce & Business Administration, Sector 50, Chd.
11. The District Education Officer, UT, Chandigarh (for DEO Office as well as for all Govt. Schools)


Superintendent (Admn.)
For Assistant Controller (F&A) (c).
O/o Director Higher Education,
Chandigarh Administration
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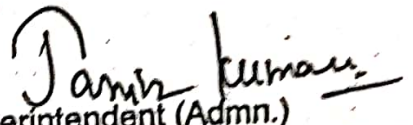
**DIRECTORATE OF HIGHER EDUCATION
CHANDIGARH ADMINISTRATION**
(ADMINISTRATION BRANCH)
Additional Deluxe Building, 1st Floor,
Sector-9, Chandigarh -160009

Dated: 14/12/2020

Endst No 1094-DHE-UT-AD.II-26(40)16

A Copy alongwith letter dated 22.10.2020 is forwarded to the following to download the 03 notification (as mentioned in letter) from the Commission's website i.e rtsc.chd.gov.in and to upload the same on the respective official websites or signboards of your concerned institution and send a compliance report to this office immediately for onward transmission to the commission.

1. The Principal, DAV College, Sector-10, Chandigarh
2. The Principal, Shri Guru Gobind Singh College, Sector-26, Chandigarh
3. The Principal, Guru Gobind Singh College of Women, Sector-26, Chandigarh
4. The Principal, GGDSD College, Sector-32, Chandigarh
5. The Principal, MCM DAV College for Women, Sector-36, Chandigarh
6. The Principal, Dev Samaj College of Education, Sector-36 B, Chandigarh
7. The Principal, Dev Samaj College for Women, Sector-45, Chandigarh


For Superintendent (Admn.)
O/o Assistant Controller (F&A) (C),
Director Higher Education,
Chandigarh Administration

(4)

Chandigarh Right to Service Commission
(Chandigarh Administration)

Nagar Yojana Bhavan, C-Wing, Sector 18-A, Madhya Marg, Chandigarh -160018
Phone No. 0172- 5171500, 2700018 email: chd.rtsc@chd.nic.in
website: rtsc.chd.gov.in

No. MS/CRTSC/2020/ 196-197

Dated:- 22/10/2020

To

- 1 The Commissioner
Municipal Corporation,
Chandigarh
- 2 The Deputy Commissioner
U.T., Chandigarh
- 3 The Estate Officer
U.T., Chandigarh
- 4 The Deputy Commissioner
(Registering & Licensing Authority)
U.T., Chandigarh
- 5 The Labour Commissioner
U.T., Chandigarh
- 6 The Director Agriculture
U.T., Chandigarh
- 7 The Commissioner
Excise & Taxation Department
U.T., Chandigarh
- 8 The Director Food & Supplies and
Consumer Affairs & Legal Metrology
U.T., Chandigarh
- 9 Chief Executive Officer
Chandigarh Housing Board
Chandigarh
- 10 The Director AYUSH
Chandigarh Administration
chief
- 11 The Conservator of Forests
U.T., Chandigarh
- 12 The Senior Superintendent of Police
U.T., Chandigarh
- 13 The Director (Transport) and
Divisional Manager (CTU)
Chandigarh Administration

- 5
14. The Director
Social Welfare
Chandigarh Administration
 15. The Managing Director
Women and Child Development
Chandigarh Administration
 16. The Managing Director
Scheduled Castes, Backward Classes & Minorities
Financial & Development Corporation Limited
 17. The Director Higher Education
U.T., Chandigarh
 18. The Director School Education
U.T., Chandigarh
 19. The Director Sports
U.T., Chandigarh
 20. The Director
Animal Husbandry & Fisheries
U.T., Chandigarh
 21. The Secretary
State Transport Authority
Chandigarh Administration
U.T., Chandigarh
 22. The Zila Sainik Welfare Officer
U.T., Chandigarh
 23. The Director
PEC, U.T., Chandigarh
 24. The Director Health & Family Welfare
Chandigarh Administration
 25. The Director Principal
GMCH- 32
Chandigarh
 26. The Chief Architect
Urban Planning
U.T., Chandigarh
 27. The Chief Engineer
U.T., Chandigarh
 28. The Regional Employment Officer
Regional Employment Exchange
U.T., Chandigarh

Subject: Notification of the Public Services: Follow-up action for implementation of the Right to Service Act.

Sir/ Madam,

I am to invite your kind attention to the Chandigarh Administration's Notification No.28/67/1IH (11)-2020/10872 dated 08.10.2020 whereby 486 public services being provided by 28 departments of the Administration have been brought within the purview of Right to Service Act in the UT of Chandigarh. The said notification also includes detail with regard to names of the services, the designated officers who shall be responsible for providing these services and the first & second appellate authorities before whom citizens can file appeal against the designated officer if the service is not provided within the given time limit or is deficient in any manner.

2. With the notification of the public services, the Right to Service Act has become fully operational in the UT of Chandigarh, this means that now public have got a right to get these services within the given time limits, and if a government official does not provide any of these services within the stipulated time limit, he/she can be held accountable for the same. For any lapses in this regard, not only penalty can be imposed, but disciplinary action can also be initiated against him/her.

3. I am further to say that as per provisions of Section 11 of the Right to Service Act as well as Rule 8 of the Chandigarh Right to Service Rules 2019, it is mandatory for all the departments to upload the list of public services notified by the Chandigarh Administration (Notification No. 28/671-IH(11)-2020/10872 dated 08.10.2020) on their official websites. In this regard, it may be worth-adding that for facilitation of the public, copy of the Right to Service Act (Government of India, Ministry of Home Affairs Notification No. GSR 1015(E) dated 14th August, 2017) as well as the Chandigarh Right to Service Rules 2019 (Chandigarh Administration's Notification No. 28/67/1IH(11)-2019/15461 dated 11.10.2019) may also be uploaded on the websites.

4. In view of the above, it is requested that copies of all the above mentioned 03 notifications may be downloaded from the Commission's website: rtsc.chd.gov.in by all the departments and thereafter uploaded on their respective official websites.

5. This issues with prior approval of the Commissioner, Chandigarh Right to Service Commission.

Yours faithfully


(Uma Shankar Gupta, PCS)
Member-Secretary

Copy is forwarded to all the Principal Administrative Secretaries/ Secretaries, Chandigarh Administration for kind information and necessary action.


(Uma Shankar Gupta, PCS)
Member-Secretary