

18565
13 AUG 2014 ORDER

Henceforth for the Citizen Services in Annexure 'A' , instead of an affidavit, the contents of it, shall be taken in the form of a Declaration on plain paper, which shall bear the following wording at the end of it:-

Below it, the photograph of the person shall be pasted with half signatures of the applicant on the photograph and half on the paper, in addition to the full signatures at the bottom of the declaration.

All offices shall designate adequate number of officials of the rank of Clerk or above, who will receive the application from the applicant, in person, alongwith self attested copy of any one of the following: -

1. Aadhaar Card.
2. Ration Card.

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3. Passport.
4. Driving License.
5. Voter I-Card.
6. Employer Certificate.

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And apply rubber stamp on the application as well as the declaration bearing the words: -

"Identity and photograph
of the applicant verified
by the undersigned."

Name _____
Signature & Date _____

Officers may however re-check and continue with affidavits in addition to the services enlisted in Annexure 'B', wherever it is statutory requirement as per Legal Enactment or Rules made thereunder.



(Sarvjit Singh)

Finance-cum-Home Secy.,

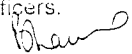
08/08/2014
Dated 11-08-2014

Endst. No. 99/1/04-UTFII(12)-2014/ 6865

A copy of above orders along with Annexure 'A' & 'B' is hereby forwarded to the following for information and necessary action. The Depts are directed to draft application forms and prepare stamps etc, as per above.

1. All the Administrative Secretaries of their respective departments, U.T., Chandigarh.
2. All the Heads of Department, Chandigarh Administration.
3. The Accountant General (Audit), Sub Office, U.T., Chandigarh.
4. The Accountant General (A&E), Sub Office, U.T., Chandigarh.
5. The Treasury Officer, Central Treasury, Chandigarh.
6. All the Branch In-charges in U.T. Secretariat.
7. Notice board of U.T. Secretariat, Sector 9, Chandigarh.
8. PS/AA, PS/HS, PA/FS and PA/SSF for information of officers.

DP/Medical
College

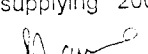

Special Secretary Finance,
For Finance Secretary,
Chandigarh Administration.

Dated 11-08-2014

Endst. No. 99/1/04-UTFII(12)-2014/ 6866

A copy of above orders along with Annexure 'A' & 'B' is forwarded to the following:

1. The State Informatics Officer, NIC, U.T., Chandigarh for information and getting the above orders uploaded on the official website of Chandigarh Administration.
2. The Controller Printing & Stationery, U.T., Chd for publishing the orders in official gazette of Chandigarh Administration and supplying 200 copies to this Administration.


Special Secretary Finance,
For Finance Secretary,
Chandigarh Administration.

LIST OF ALL SERVICES

Annexure 'A'

(1)

Sl. No.	Name of Service	Whether affidavit is taken for this service Y/N	If yes, is there any provision in the Act/Rules/Instructions etc, which makes it mandatory to obtain the Affidavit ? (Also attach a photocopy of the relevant provisions)	ACT/RULE/ INSTRUCTION/ GUIDELINES	Department
1	Sanction of Ex-India Leave	Yes	No	NA	Education
2	Issuance of NOC for Passport.	Yes	No	NA	Education
3	Sanction of the LTC Claim.	Yes	No	NA	Education
4	Sanction of GPF Advance	Yes	No	NA	Education
5	Reimbursement of Medical Bill	Yes	As per instructions issued by the Finance Department time to time	INSTRUCTIONS	Animal Husbandry & Fisheries
6	Final payment of GP fund	Yes	As demanded by the A.G Department	INSTRUCTIONS	Animal Husbandry & Fisheries
7	Employment on compassionate ground	Yes	No	NA	Animal Husbandry & Fisheries
8	Issuance of Surviving family member ce	No	NA	NA	Department of Science & Technology
9	Availing of Leave Travel Concession	No	NA	NA	Department of Science & Technology
10	Sanction for approval of Higher Education	No	NA	NA	Department of Science & Technology
11	Declining of promotion by an employee	No	NA	NA	Department of Science & Technology
12	Joining of employee after availing long l	No	NA	NA	Department of Science & Technology
13	Sanction of Pension after retirement	No	NA	NA	Department of Science & Technology
14	Saction of advance of House Building an	No	NA	NA	Department of Science & Technology
15	Sanction of ex-gratia and other benefits	No	NA	NA	Department of Science & Technology
16	Clearance of probation period of emplo	No	NA	NA	Department of Science & Technology
17	Declaration before joining govt. service	No	NA	NA	Department of Science & Technology
18	Regarding voluntary retirement	Yes	No	NA	POST GRADUATE GOVT. COLLEGE, SECTOR-11

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19	Employment to a Contractual Employee	Yes	No	NA	Director Public Relations
20	Change of name in the Chandigarh Administration Gazette	Yes	No	NA	PRINTING AND STATIONERY DEPARTMENT
21	Dependent Certificate to police employees	No	NA	NA	Police Department
22	Ex-gratia grant to the next of Kin	Yes	No	NA	ZSWO
23	Ex-gratia Employment	Yes	CSR Rule 2.7	RULES	MCC
24	Issuance of Duplicate RC/Permit	Yes	No	NA	State Transport Authority
25	Issuance of NOC for transfer of vehicle from Chandigarh to other State	Yes	No	NA	State Transport Authority
26	Disposal of challans of overloading.	Yes	No	NA	State Transport Authority
27	Transfer of ownership of vehicle from other State to UT	Yes	No	NA	State Transport Authority
28	Transfer of Ownership of vehicle within State	Yes	No	NA	State Transport Authority
29	Certificate copies of all kinds of previously registered documents	Yes	No	NA	State Transport Authority
30	Admission in case of Gap year etc.	Yes	Yes include in the prospectus of this institute at page No.6. It relates to the Character of the student in Gap years	INSTRUCTIONS	SCERT
31	Hostel Admission	No	No	NA	SCERT
32	Fees	No	No	NA	SCERT
33	Security Refund	No	No	NA	SCERT
34	Scholarship	No	No	NA	SCERT
35	Change of name of any other correction in DMC	No	No	NA	SCERT
36	Duplicate certificate	No	No	NA	SCERT
37	Verification of certificate	No	No	NA	SCERT
38	Signature of Bus Passes	Yes	No	NA	Education
39	Scholarship	Yes	No	NA	Education
40	Admission in case of Gap year etc.	Yes	Guidelines issued by the University/Administration from time to time	GUIDELINES	Education
41	Admission to certify the Single Girl Child	Yes	Guidelines issued by the University/Administration from time to time	GUIDELINES	Education
42	Voluntary retirement	Yes	No	NA	Education
43	Employment Service i.e. Registration and vocational guidance to job seeker,	No	NA	NA	Regional Employment Office
44	Issue of Bus Passes	Yes	No	NA	Chandigarh Transport Undertaking

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45	Security Refund	No	NA	NA	Govt. ITI for Women
46	Security Refund	No	NA	NA	Govt. ITI for Women
47	Issue of Character Certificate – ITI	No	NA	NA	Govt. ITI for Women
48	Security Refund	No	NA	NA	Govt. ITI for Women
49	Issue of Identity Card	No	NA	NA	Govt. ITI for Women
50	Issue of Duplicate Identity Card	No	NA	NA	Govt. ITI for Women
51	Detailed Marks Card	No	NA	NA	Govt. ITI for Women
52	Sanction of proficiency step up under ass	No	NA	NA	Department of Sc. & Tech.
53	Voluntary retirement	No	NA	NA	Department of Sc. & Tech.
54	Capital subsidy on account of installation of Solar Water Heating System by beneficiaries other than individual person for domestic use.	Yes	No	NA	Department of Sc. & Tech.
55	Grant to Educational Institutions and other organizations of U.T. Chandigarh for conducting activities relating to Popularization of Science	No	NA	NA	Department of Sc. & Tech.
56	Grant to Educational Institutions of U.T. Chandigarh for setting up of Green House	No	NA	NA	Department of Sc. & Tech.
57	Grant to Institutions of U.T. Chandigarh for carrying out short term research projects in the field of Science & Technology which has direct relevance to U.T. Chandigarh	No	NA	NA	Department of Sc. & Tech.
58	Subsidy on purchase of three and four wheel Battery Operated Vehicles	No	NA	NA	Department of Sc. & Tech.
59	For Gradation	Yes	As per Gradation Policy	INSTRUCTIONS	Sports Department
60	Issue of water connections to the villagers under the control of Engg. Deptt.	Yes	No	NA	Engineering Department
61	Agreement on a Stamp paper in case of three phase/HT connection only	Yes	As approved by Hon'ble JERC. (Photocopy of Instructions enclosed.)	JERC Order	Engineering Department
62	Change of Agreement in case of three phase/HT connection only	Yes	As approved by Hon'ble JERC. (Photocopy of Instructions enclosed.)	JERC Order	Engineering Department
63	Affirmants regarding complaint	Yes	No	NA	Engineering Department
64	Complaints for maintenance of Govt. Houses, Roads, Water Supply System, Street Lighting and Horticulture under the jurisdiction of Chd. Admn.	No	NA	NA	Engineering Department

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65	Issuance of dependent certificate	Yes	No	NA	POST GRADUATE GOVT. COLLEGE, SECTOR-11
66	Santion of proficiency step up under ass	Yes	No	NA	POST GRADUATE GOVT. COLLEGE, SECTOR-11
67	Scholarship	Yes	No	NA	Director Higher Education
68	Admission in case of Gap year etc.	No	NA	NA	Director Higher Education
69	Admission in case of Gap year etc.	Yes	As per guidelines issues by Panjab University	GUIDELINES	Director Higher Education
70	Old Age Pension	Yes	No	NA	Social Welfare Department
71	Pension to Widow & Destitute People	Yes	No	NA	Social Welfare Department
72	Pension to Persons with Disability	Yes	No	NA	Social Welfare Department
73	Inter Caste Marriage	Yes	No	NA	Social Welfare Department
74	Financial Assistance to the Marriage of daughter of widow belonging to SC women	Yes	No	NA	Social Welfare Department
75	Petrol subsidy	Yes	No	NA	Social Welfare Department
76	Prosthetic Aid scheme	Yes	No	NA	Social Welfare Department
77	National Family Benefit Scheme	Yes	No	NA	Social Welfare Department
78	Unemployment allowance to the Disable person	Yes	No	NA	Social Welfare Department
79	To provide financial assistance under Prime Minister Employment Generation Programme scheme through nationalized banks	Yes	No	NA	Director Industries
80	Interest on delayed payments to the Micro and Small Enterprises	Yes	No	NA	Director Industries
81	Imparting Training of Engineering & non-engineering trades	No	NA	NA	Govt. Industrial Training Institute

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82	Sanction of Sewerage connections in U.T. villages	No	NA	NA	Rural Dev. & Panchayats Department
83	Sanction of proficiency step up under an	No	NA	NA	Rural Dev. & Panchayats Department
84	Transfer of Property in rural area	Yes	No	NA	DC Office
85	Hit & Run Motor Vehicle Accident Claim	Yes	No	NA	DC Office
86	For sanction of payment to awardee of Gallantry Award Winners	Yes	Yes.(Reference notification no. 3659 HIII(3)-2013/2776, dated 14.02.2013 Chandigarh Administration	INSTRUCTIONS	DC Office
37	Money Lender Licence	Yes	Yes. Under Rule 10 of the Punjab Regulation of Money Lenders Rules, 1939(copy enclosed)	RULES	DC Office
88	Dependent Certificate	Yes	No	NA	DC Office
89	Freedom Fighter Certificate	Yes	No	NA	DC Office
90	Registration of Society	Yes	No	NA	DC Office
91	Caste Certificate (SC/OBC)	Yes	No	NA	DC Office
92	Residence Certificate	Yes	No	NA	DC Office
93	Income Certificate	Yes	No	NA	DC Office
94	Late Registration of Birth/Death	Yes	No	NA	DC Office
95	New Arms Licence	Yes	Yes	NA	DC Office
96	Late Renewal of the Arms License	No	NA	NA	DC Office
97	Addition of Weapon	No	NA	NA	DC Office
98	Entry/Deletion of Weapon	No	NA	NA	DC Office
99	Disposal of Death Case (Arms Licence)	Yes	No	NA	DC Office
100	Solemnization and Registration of Marriage under Special Marriage under Special Marriage Act, 1954	Yes	Affidavit is required under the S.M.A, 1954.(copy enclosed).	ACT	DC Office
101	Securitization and Reconstruction of the Financial Assets, 2002.	Yes	Affidavit is required as per Section 14 of the ACT	ACT	DC Office
102	Issue of Unmarried Certificate	Yes	No	NA	DC Office
103	Compulsary Registration of Marriage Act, 2008	Yes	As per the notification issued Chandigarh Administration(copy enclosed).	RULES	DC Office
104	Nil	No	NA	NA	Forest Department
105	Nil	No	NA	NA	Environment Department
106	Nil	No	NA	NA	Labour Department
107	Passing of Bills/Claims	No	NA	NA	Central Treasury
108	Dependent Certificate	Yes	No	NA	Co-operative Societies
109	Registration of Cooperative Societies	Yes	No	NA	Co-operative Societies
110	Dependent Certificate	Yes	No	NA	Govt. Museum and Art Gallery

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6

111	Free Guided Tour of the museum	No	NA	NA	Govt. Museum and Art Gallery
112	Auditorium for holding exhibitions	No	NA	NA	Govt. Museum and Art Gallery
113	Exhibition hall for holding exhibitions	No	NA	NA	Govt. Museum and Art Gallery
114	Digital images of museum collection in low resolution for scholars and in high resolution for publication	No	NA	NA	Govt. Museum and Art Gallery
115	Museum shop where replicas in fibre glass and plaster of paris and reproduction in paper of museum collection are sold publication are also sold.	No	NA	NA	Govt. Museum and Art Gallery
116	Wheel chair is provided to the physically challenged	No	NA	NA	Govt. Museum and Art Gallery
117	Educational activities and outreach programmes for people. Mobile van for holding exhibitions.	No	NA	NA	Govt. Museum and Art Gallery
118	Library with books on history of art for reference purposes	No	NA	NA	Govt. Museum and Art Gallery
119	Nil	No	NA	NA	Law & Prosecution Department
120	Nil	No	NA	NA	Hospitality Department
121	To provide financial assistance through nationalised banks	Yes	No	NA	Khadi & Village Industries Board, UT
122	Providing free Legal Aid	Yes	Section 19(1) of the Chandigarh Legal Services Authorities Rules 1997	Rules	State Legal Services Authority, UT
123	Santion of proficiency step up under assured progression scheme (ACP)	Yes	The affidavit has been obtained from the employees as per the provisions under the Govt. of Punjab letter dated 03.11.2006 who opted for the ACP scheme on completion of 4,9 and 14 of	NA	Chd Admn Secretariat
124	Security Refund	Yes	Yes	NA	CITCO
125	Issuing duplicate cheque on account of loss/misplacing of original cheque.	Yes	No	NA	CITCO
126	Participation in e-tenders of not having been blacklisted by Govt. agency.	Yes	Yes	NA	CITCO

[Signature]

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127	Grant of consent under Air Water Prevention and Control of Pollution Act.	Yes	Yes. Notified in Gazette and also published in the consent Application Form	INSTRUCTIONS	Chandigarh Pollution Control Committee
128	Allotment of sites	Yes	Yes. Chd Admn has notified a policy regarding transfer of immovable property to the legal heirs/ legatee(s) after the death of the allottee/ transferee	INSTRUCTIONS	Estate Office, UT, Chandigarh
129	Transfer of sites/buildings on the basis of sale deed, intestate death, Will etc.	Yes	Yes. Chd Admn has notified a policy regarding transfer of immovable property to the legal heirs/ legatee(s) after the death of the allottee/ transferee	INSTRUCTIONS	Estate Office, UT, Chandigarh
130	Grant of NOC Estates	Yes	Yes. Chd Admn has notified a policy regarding transfer of immovable property to the legal heirs/ legatee(s) after the death of the allottee/ transferee	INSTRUCTIONS	Estate Office, UT, Chandigarh
131	Permission to Mortgage	Yes	Yes. Chd Admn has notified a policy regarding transfer of immovable property to the legal heirs/ legatee(s) after the death of the allottee/ transferee	INSTRUCTIONS	Estate Office, UT, Chandigarh
132	Sanction of building plans	Yes	Yes. Chd Admn has notified a policy regarding transfer of immovable property to the legal heirs/ legatee(s) after the death of the allottee/ transferee	INSTRUCTIONS	Estate Office, UT, Chandigarh
133	Certificate of Residence	No	NA	NA	GPW Sec 10
134	Admission in Colleges/Schools (Low Income)	Yes	As per instructions from PSBTE & CHD ADMN	Instructions	GPW Sec 10
135	Court cases/Central Govt.	No	NA	NA	GPW Sec 10
136	Development of nursery, Supply of Wheat & Fodder seeds at 50% discount, Extension & farmers training study tour/ camps at farmers fields, Plant Protection & Storage	No	NA	NA	Agriculture Department, UT
137	Sanction of proficiency step up under ass	Yes	No	NA	Director Public Instructions(s)

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138	Allotment of residential houses tot he employees appointed on contract basis.	No	NA	NA	Director Public Instructions(s)
139	For duplicate copies of documents	Yes	Yes. Office has issued instruction for issuance of duplicate certificate	Instructions	Director Public Instructions(s)
140	Foreigner's registration	No	NA	NA	Police Department
141	Visa Extension	No	NA	NA	Police Department
142	Return Visa	No	NA	NA	Police Department
143	Exit Permit	No	NA	NA	Police Department
144	PCC	No	NA	NA	Police Department
145	Character Verification (Approval of Title)	No	NA	NA	Police Department
146	Character Verification (Job)	No	NA	NA	Police Department
147	Character Verification (Security Agencies)	No	NA	NA	Police Department
148	Character Verification (Registration of Societies)	No	NA	NA	Police Department
149	Character Verification (Pilgrims visit to Pakistan or other countries)	No	NA	NA	Police Department
150	Character Verification (VVIP duties)	No	NA	NA	Police Department
151	Character Verification (Money lending)	No	NA	NA	Police Department
152	Character Verification (NOC of Govt. Employees)	No	NA	NA	Police Department
153	Character Verification (Married/Unmarried/Intended to Marriage certificate)	No	NA	NA	Police Department
154	Character Verification (Moveable/Immovable properties)	No	NA	NA	Police Department
155	Character Verification (Liquor Licence)	No	NA	NA	Police Department
156	For lodging of missing reports of documents/ articles in PSs/PPs	No	NA	NA	Police Department
157	For providing of copy of FIR/DDR	No	NA	NA	Police Department
158	RTI matters	No	NA	NA	Police Department
159	Permission for Events	No	NA	NA	Police Department
160	For providing copy of untraced report	No	NA	NA	Police Department
161	For providing NCRB report – vehicles related	No	NA	NA	Police Department
162	For providing MOB report – vehicles related	No	NA	NA	Police Department

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163	Service Certificate to police employees	No	NA	NA	Police Department
164	Special increment for adopting family planning norms	Yes	No	NA	Police Department
165	Issue of Medico Legal and Postmortem reports	Yes	The guidelines of the Institute (copy enclosed)	Office Order	GMCH-32
166	Updation in Birth Case	Yes	Rules made by department	Office Order	GMCH-32
167	Updation in death Case	Yes	Rules made by department	Office Order	GMCH-32
168	Updation in MLC Case	Yes	Rules made by department	Office Order	GMCH-32
169	Updation of any other particular in hospital records	Yes	Rules made by department	Office Order	GMCH-32
170	Addition/Deletion of Name in Ration Card	No	NA	NA	Food Supply
171	Issuance of Duplicate Ration Card	No	NA	NA	Food Supply
172	Sanction of Licence for FPS	Yes	Yes, As per Para-5 of the Chandigarh PDS (Licensing & Control), 2002	RULES	Food Supply
173	Issuance of New Ration Card under NFSA, 2013	Yes	No	NA	Food Supply
174	Issue of No Objection Certificate for obtaining loan and mortgage the property (Before Possession).	No	NA	NA	CHB
175	Issue of Duplicate copy of Allotment letter/possession slip.	Yes	Yes. Mentioned in the Citizen Charter of Chandigarh Housing Board.	Citizen Charter	CHB
176	Refund of Earnest Money & Advance Deposit before/after allotment.	No	NA	NA	CHB
177	Addition/Deletion of name of spouse in the allotment.	Yes	Yes. As per provision under Rule 6 of CHB (Allotment, Management and Sale of Tenements) Regulations, 1979.	Regulation	CHB
178	Transfer of Dwelling unit in Blood Relation.	No	NA	NA	CHB
179	Transfer of Dwelling Unit in case of death of allottee/registered applicant/sub lessee where no will was left behind by the deceased allottee or a will with no probate.	Yes	Yes. Required under GPA Transfer Policy of CHB	Instructions	CHB
180	Transfer of dwelling unit on the basis of probated will.	Yes	Yes. Required under GPA Transfer Policy of CHB	Instructions	CHB
181	Transfer of dwelling unit in the name of GPA/Sub-GPA.	Yes	Yes. Required under GPA Transfer Policy of CHB	Instructions	CHB
182	Transfer of D.U. on mutual consent of the allottee and proposed transferee.	Yes	No	NA	CHB
183	Issue of No Due Certificate of dwelling unit.	Yes	No	NA	CHB

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134	Conversion of CHB dwelling unit from lease holds tenure to free hold tenure.	Yes	Yes. Required under "The Chandigarh Conversion of Residential Lease-hold Land Tenure into Free Hold Land Tenure Rules, 1996".	RULES	CHB
135	Execution of conveyance deed.	Yes	No	NA	CHB
186	Mutation on the basis of Sale Deed.	Yes	No	NA	CHB
187	Permission/approval of plans for additions/alternations in Chandigarh Housing Board dwelling units under need based changes.	Yes	No	NA	CHB
188	Cash Award	Yes	No	NA	ZSWO
189	Release of Water Connection from Commercial to Domestic	Yes	Chandigarh Water Supply Bye-Laws	Bye-Laws	MCC
190	Delayed Birth and Death Registration	Yes	Regn Birthe and Deaths Act 1969	ACT	MCC
191	Anti-Ragging	Yes	Supreme Court Order	SC Order	Govt Polytechnic for Women
192	Declaring marital status of newly recruited employee	Yes	As prescribed in Appendix-11 of PCSR Vol-I, Part-II (S.No. 5 of Certification & Attestation).		MCC
193	Issuance of NOC for Passport to the Govt. employees	Yes	As per instructions of Govt. of India, Ministry of External Affairs	INSTRUCTIONS	MCC
194	Issuance of Dependent Certificate	Yes	As per Punjab Medical Attendance Rules.		MCC
195	Medical Claims (for joint declaration)	Yes	As per Punjab Medical Attendance Rules.		MCC
196	Appointment of Contractual Employee	Yes	As per office procedure		MCC
197	Compassionate appointment to one of the family members of the deceased Govt. employees.	Yes	As per instructions contained in the scheme for Compassionate appointment of GOI.		MCC
198	Pensionary benefits	Yes	Rule 9.15 (P.C.S.R Vol-II)		MCC
199	G.P.F	Yes	Rule 13.7 of PCSR Vol-II alongwith letter dated 15.02.1991		MCC
200	Issue of No Dues Certificate of residential/ commercial/ institutional/religious properties	Yes, if application is made by GPA	As per office procedure		MCC
201	Execution of Lease/	Yes, if application is made by GPA	As per office procedure		MCC
202	Conveyance deed of residential/ commercial/ institutional/religious properties	Yes, if application is made by GPA	As per office procedure		MCC
203	No Objection certificate for Sale of lease hold properties	Yes	As per office procedure		MCC

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204	Transfer of ownership on the basis of sale deed, registered/ unregistered	Yes	As per office procedure		MCC
205	Will, intestate death				
205	Conversion from SCF to SCO and change of trade	Yes	As per office procedure		MCC
206	Permission to mortgage	Yes	As per office procedure		MCC
207	Conversion of residential property from lease hold to free hold	Yes	As per office procedure		MCC
208	Receipt of rent built up Platforms to the Second hand book sellers of Sector-15, Chandigarh Scheme, 2007.	No	-	NA	MCC
209	Issue of Registration Certificate/Licence to the Paddle Rickshaw/loading rehri.	Yes	No		MCC
210	Renewal of old licenses of Gol-Gappa, Chat Wala, Cholle-Bhature.	No.	-	NA	MCC
211	Transfer of old licenses of Gol-Gappa, Chat Wala, Cholle-Bhature.	Yes	No		MCC
212	Ex-Gratia Payment	Yes	In this case, the affidavit is required especially from the legal heirs of the deceased.		MCC
213	Enlistment of Contractors for PWD works.	Yes	As per the letter issued by the C.E.U.T, Chandigarh vide memo no. 6626-30 dated 17.08.2009 regarding enlistment criteria.		MCC
214	Stand by duty on any type of exhibition/commercial activity (within Chandigarh/Out of State Fire Call)	No	Nil	NA	MCC
215	Proof of Age/Address	Yes	Central Motor Vehicle Rules	Rules	RLA
216	Registration of Ultrasound Machines with Hospital/	Yes	DIAGNOSTIC TECHNIQUES (REGULATION AND PREVENTION OF MISUSE) ACT, 1994	ACT	DHS
217	Eligibility of Allotment of Houses	Yes	CHB Regulations, 1979	Regulation	CHB

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Annexure - B'

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Services in which Affidavit is mandatory as per some Act/Rules/Bye-Laws/Regulations

Sr.No.	Name of Service	Whether affidavit is being taken for this service Y/N)	If yes, is there any provision in the Act/Rules/Instructions etc, which makes it mandatory to obtain the Affidavit ? (Also attach a photocopy of the relevant provisions)	ACT/RULE/ INSTRUCTION/ GUIDELINES	Department
1	Solemnization and Registration of Marriage under Special Marriage Act, 1954	Yes	Affidavit is required under the S.M.A, 1954.(copy enclosed).	ACT	Deputy Commissioner Officer
2	Securitization and Reconstruction of the Financial Assets, 2002.	Yes	Affidavit is required as per Section 14 of the ACT	ACT	Deputy Commissioner Officer
3	Delayed Birth and Death Registration	Yes	Registration of Births and Deaths Act 1969	ACT	MCC
4	Registration of Ultrasound Machines with Hospital/	Yes	DIAGNOSTIC TECHNIQUES (REGULATION AND PREVENTION OF MISUSE) ACT, 1994	ACT	DHS
5	Ex-gratia Employment	Yes	CSR Rule 2.7	RULES	MCC
6	Money Lender Licence	Yes	Yes. Under Rule 10 of the Punjab Regulation of Money Lenders Rules, 1939(copy enclosed)	RULES	Deputy Commissioner Officer
7	Compulsary Registration of Marriage Act, 2008	Yes	As per the notification issued Chandigarh Administration(copy enclosed).	RULES	Deputy Commissioner Officer
8	Providing free Legal Ai	Yes	Section 19(1) of the Chandigarh Legal Services Authorities Rules 1997	Rules	State Legal Services Authority
9	Sanction of Licence for FPS	Yes	Yes, As per Para-5 of the Chandigarh PDS (Licensing & Control), 2002	RULES	Food Supply
10	Conversion of CHB dwelling unit from lease holds tenure to free hold tenure.	Yes	Yes. Required under "The Chandigarh Conversion of Residential Lease-hold Land Tenure into Free Hold Land Tenure Rules, 1996"	RULES	CHB
11	Proof of Age/Address - Issuance of DL/RC	Yes	Central Motor Vehicle Rules, 1989	Rules	RLA
12	Release of Water Connection from Commercial to Domestic	Yes	Chandigarh Water Supply Bye-Laws	Bye-Laws	MCC
13	Addition/Deletion of name of spouse in the allotment.	Yes	Yes. As per provision under Rule 6 of Chandigarh Housing Board (Allotment, Management and Sale of Tenements) Regulations, 1979	Regulation	CHB
14	Eligibility of Allotment of Houses	Yes	CHB Regulations, 1979	Regulation	CHB

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