

OPERATIONALISING OF SERVICE DELIVERY IN SAANJH KENDRAS



2013



Institute for Development and Communication, Chandigarh



OPERATIONALISING OF SERVICE DELIVERY IN SAANJH KENDRAS'

2013

INSTITUTE FOR DEVELOPMENT AND COMMUNICATION (IDC)

ACCOUNTING SYSTEM FOR SAANJH KENDRAS'

INTRODUCTION:

Saanjh Kendras' belong to a category of concerns wherein the main objective is not to reap profit instead render services to Society. Therefore, such concerns need not prepare a profit and loss account by adopting a commercial system of accounting. However, in order to avoid chances of misappropriation and embezzlement of funds, it is necessary to maintain proper book(s) of accounts. Also, it is required that accounts maintained show complete details of receipts and payments of cash, whether income has been more than expenditure or vice versa. In addition, the account should be indicative of the state of financial health at the end of each year.

Studying the items of Inflow i.e. sources to the Kendra's fund will indicate that some of these, like fee collected from services and donations received are of a recurring nature (Revenue). Outflow i.e. spending, is of two types namely, recurring (Revenue expenditure) and Non recurring (Capital expenditure). Thus some spending(s), amounts to creation of an asset while the other takes care of the function of maintenance. Which is why in order to have a clear view of the performance of a Kendra (in financial terms) it would be desirable to go for an accounting system that takes into consideration the nature of financial transactions as suggested above. Such a system would facilitate corresponding yearly revenues with the expenses so as to work out an annual excess or deficit. While the excess would add to the Saanjh Kendra's fund the deficit would reduce it.

It has been felt that Saanjh Kendras' are in need for an extensive change in terms of size and nature of activities within their purview. One of the prerequisites for successful functioning of these centres so as to ensure proper accountability and transparency is the need for installation of an appropriate and simply designed system of accounting and budgeting. Such a system would not only give a fair idea about income and expenditure, but also reveal the financial health of these centres as indicated by liabilities and assets (both in physical as well as monetary terms).

CATEGORISATION OF ACCOUNTS

I. Account of Receipts and Payments:

This account would work as a summary of the cash book. Yet, it would be different from the same as an item of expense would be entered in the cash book as many times as it would have been paid for, just like a cash book wherein receipts of cash are entered on the debit side and payments made on the credit side. All the receipts and payments relating to the (i) current year (ii) proceeding or succeeding year would be reflected in this account. Opening balance in this account would show cash in hand or in the bank at the beginning of the year and the closing balance would show cash or bank balance at the end of the accounting period.

II. Account of Income and Expenditure:

Income and expenditure account is merely another name for profit and loss account. Such type of profit and loss account is generally adopted by non trading concerns like clubs, societies, hospitals, and like etc. Saanjh Kendra's being a registered society there is a need to maintain income and expenditure account. This account is credited with all earnings (both realized and unrealized) and debited with all expenses (both paid and unpaid). The difference represents a surplus or deficiency for a given period which is carried to the capital account. It should be noted that items of receipts or payments of capital nature such as legacies, purchases or sales of any kind fixed assets must not be included in this account.

III. Capital and Revenue Receipts & Payments:

As mentioned earlier, the Receipts and Payments Account will accommodate both (Capital & Revenue) receipts and payments. Sum received by a Saanjh Kendra in the normal course of each year, revenues earned in the form of fee(s) collection, will be classified as revenue receipts. Capital receipt on the other hand is a receipt received occasionally by the organisation e.g. as donations or funds raised by the Saanjh Kendras' themselves. Revenue Receipts are taken to the credit side of Income & Expenditure Accounts and capital receipts are capitalised by adding to the Saanjh Kendra's. Similarly, all payments made by the centre in its routine functioning (e.g. recurring expenditure) are called as revenue payments and are transferred to the debit of Income and Expenditure account.

IV. Donations:

Any individual or Institution may give some donation to a Saanjh Kendra's either as a general donation or as a specific donation.

GUIDANCE

FINANCE AND ACCOUNTING - SAANJH KENDRA'S

1. FINANCIAL DISCIPLINE

- a) The financial provisions fall under the category of policy and Administrative Directives. Therefore, all In-charge of Saanjh Kendras will adhere to these provisions in letter and spirit.
- b) Public expenditure is incurred as per norms of public expenditure laid in "General Financial Rules" of Govt. of India. The In-charge of Saanjh Kendras should familiarize themselves with these norms.
- c) The accounts of the Saanjh Kendras Account should be maintained separately. This will speed up the rendering of accounts to State Government and Govt. of India.
- d) Saanjh Kendra accounts / account books are open to inspection. The accounts / account books are to be produced before the inspection and audit officials.

2. NON-PERMISSIBLE EXPENDITURE

- a) Purchase of luxury and costly items.
- b) Expenditure on beautification & capital expenses subject to confirmation.
- c) Non community oriented activities and non Saanjh Kendras activities.

3. MAINTENANCE OF ACCOUNTS

It is essential that accounts are maintained according to a standard accounting procedure and instructions issued from time to time.

Books of Accounts and Records

Books of Accounts includes:

- 1. Cash Book
- 2. Journal
- 3. General Ledgers
- 4. Bank Ledger

Registers and other records so as to give information in relation to:

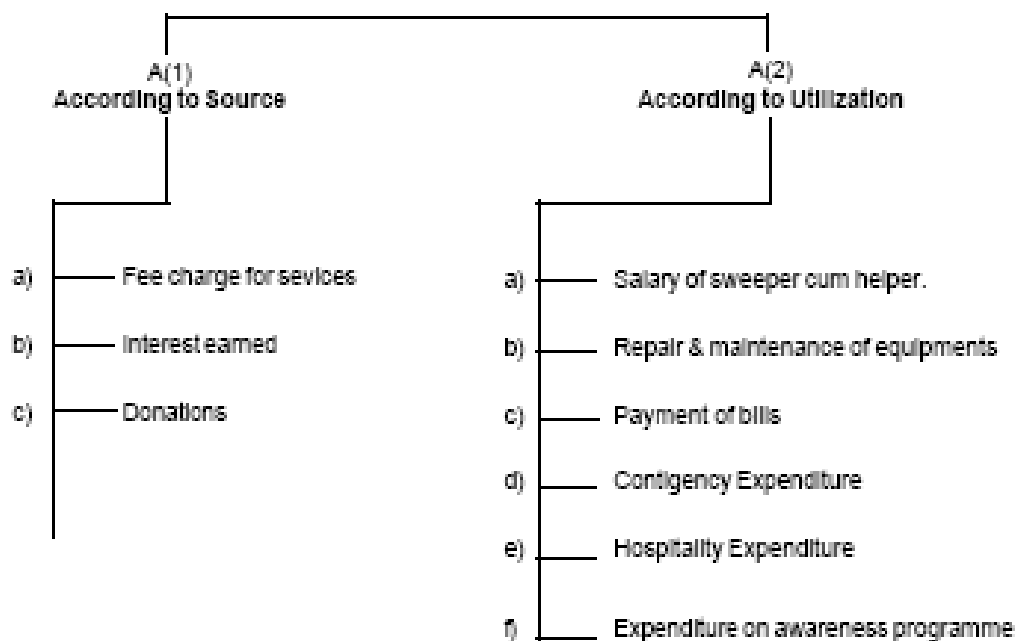
1. Fee received from service seeker.
2. Donations / grant-in-aid received from various sources.
3. Minutes of the meeting of the Saanjh Committees.
4. Stock Register (books, stationary, tools and equipment, etc.)

GENERAL INSTRUCTIONS AND ACCOUNTING PRINCIPLES:-

1. The financial statements of Saanjh Kendra's viz. balance sheet and revenue statement should be prepared on accrual basis.
2. A statement of significant accounting policies adopted in the compilation and presentation of the financial statements should be disclosed.
3. Accounting policies should be applied consistently from one financial year to the next. Any change in the accounting policies that have a material effect in the current period or that is expected reasonably to have a material effect in the later periods should be disclosed. In case of a change in accounting policies that have a material effect in the current period, the amount by which an item in the financial statement is affected by such change should be disclosed to the extent ascertainable. Where such amount is not ascertainable, wholly or in part, the fact should be indicated.
4. The accounting treatment and presentation, in financial statements, of transactions and events should be governed by their substance and not merely by the legal form.
5. In determining the accounting treatment and manner of disclosure of an item in the financial statements due consideration should be given to the materiality of the item.
6. Notes to the financial statements should contain only the explanatory material pertaining to the items in the financial statements.
7. If the information required to be given under any of the items or sub-items in the formats of financial statements given cannot be conveniently included therein, it can be furnished in a separate schedule or schedules to be annexed to and forming part of the financial statements.
8. The accounting policies, explanatory notes and schedule referred to above should form an integral part of the financial statements.

FINANCIAL PROCEDURES IN SAANJH KENDRA

CLASSIFICATION OF FUNDS



'PROFORMA'

Saanjh Kendras

Name of the Centre: _____

In-charge of Centre: _____

**REVENUE EXPENSES AND STATEMENT OF
CHANGES IN FUND BALANCES FOR THE PERIOD
FROM _____ TO _____**

S.No	Particulars	Fees Collected Amount (Rs.)	Donation Amount (Rs.)	Total Amount (Rs.)
1	2	3	4	3+4=5
(A)	REVENUE 1) Fee collected 2) Bank Interest 3) Donation			
(B)	EXPENDITURE 1) Salary for sweeper cum helper. 2) Establishment & administration a) Stationery b) Payment of Bills(Electricity, internet etc.) c) Maintenance and repair of equipments. 3) Activity expenditure a) Refreshment b) Awareness programmes c) Contingency including water, banner etc. d) Contingency (including light, water, banners etc.)			
(C)	BALANCE REVIEW (A) - (B) = (C)			
(D)	OPENING FUND BALANCE REVENUE (D)			
(E)	CLOSING FUND BALANCE REVENUE (C) + (D) = (E)			

Name of Centre

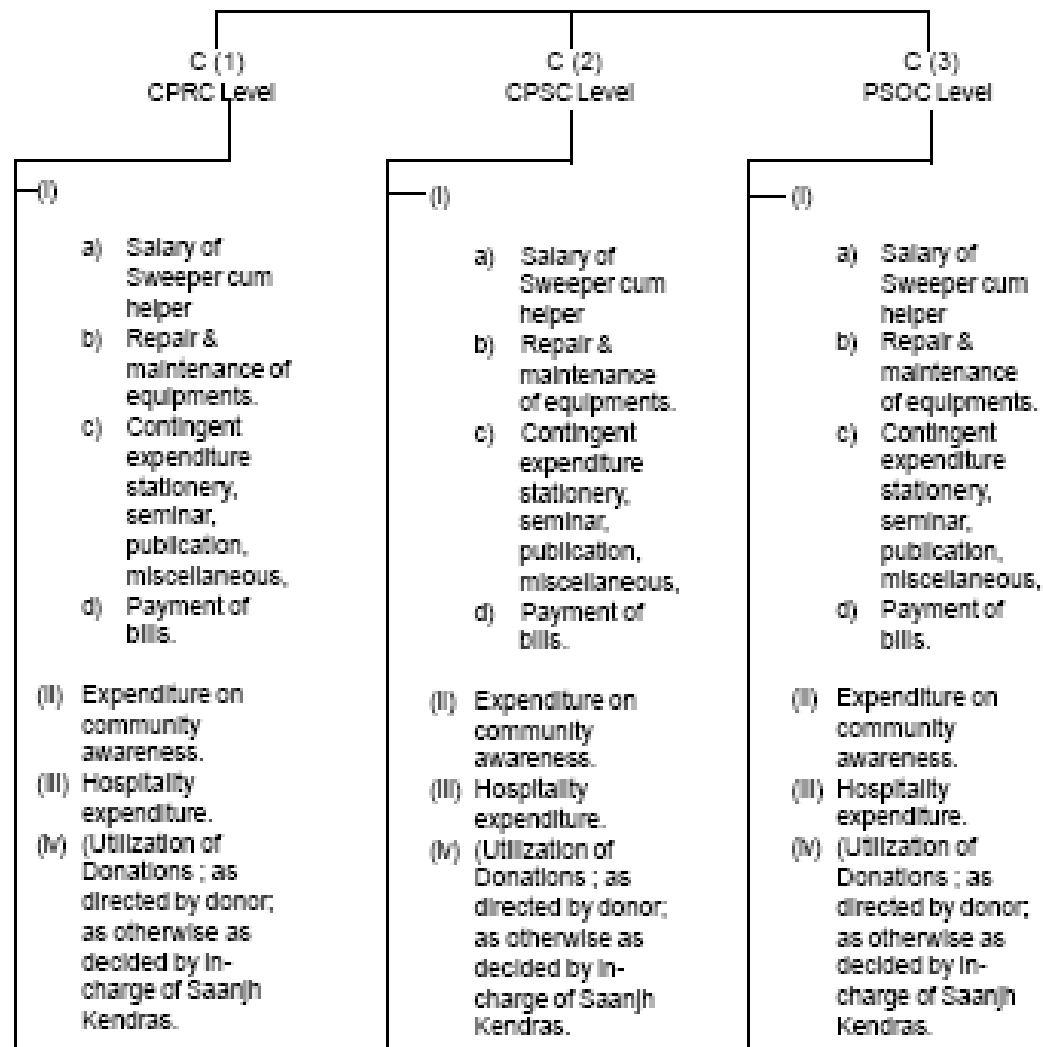
Centre Incharge

Convenor

Auditor

Date:

APPLICATION OF FUNDS



→ CPRC being the collection centres, all the maintenance & of other expenses as mentioned above of PSOC at the sub-division shall be the responsibility of CPSC sub-division.

'PROFORMA'

Saanjh Kendra's

Name of the Centre: _____

Centre In-charge: _____

CASH FLOW STATEMENT FOR THE PERIOD FROM _____ TO _____

S.No.	Particulars	Amount (Rs.)
(A)	INFLOW	
	(1) Opening balance on hand At bank A/c No. _____ Name of Bank _____	
	(2) Fees collected from services (3) Bank Interest (4) Other receipts (donations etc) <p style="text-align: right;">Total (A)</p>	
(B)	OUT FLOW	
	1) Establishment & administration a) Stationery b) Salary of sweeper cum helper c) Maintenance and repair of equipments d) Payment of bills 2) Activity expenditure a) Refreshment b) Awareness programme c) Contingency (including light, water, banner etc.) 3) Closing balance In Hand At bank A/c No. Name of Bank <p style="text-align: right;">Total (B)</p>	

Name of Centre
Date:

Centre In-charge

Convenor

Auditor

GENERAL / BOOK ENTRIES (ILLUSTRATIVE)

	Dr.	Cr.
1. Cash A/c	Dr.	
To Bank Account		
(Being cash withdrawn vide cheques No. dt. for.....)		
		----- -----
2. Refreshment A/c	Dr.	
To Cash		
(Being refreshment to committee members on..... dt. for meetings vide bill No. dt.....)		
		----- -----
4. Refreshment A/c	Dr.	
To Cash		
(Being cash paid to participants as per voucher No. dt. for refreshment on for awareness activity)		
		----- -----
5. Stationery A/c		
To Cash		
(Being stationery purchased vide Bill NO. dt. and entered in stock book at page No.)		
5. Bills paid A/c		
To Cash		
(Being bill paid vide Bill No. dt. for electricity/internet. etc)		

6. Bill paid for maintenance and repair
To cash

(Being Bill paid vide bill no.....for repair of.....
dt)

7. Salary paid to sweeper cum helper Dr.
To Cash

(Salary paid to sweeper cum helper
for the month of)

8. Bank A/c Dr.
To Interest

(Being interest earned as per bank statement
dated.)

9. Contingency A/c
To Bank

(Being bank charges as per bank statement
dt.....)

10. Tools & Equipment A/c
To Bank

(Being Cheq. No.....dt..... paid for purchase
of Vide Bill No. dt.)

.....
The list continues

PROFORMA

Saanjh Kendra's

Name of the Centre: _____

Centre In-charge: _____

BALANCE SHEET AS AT 2013

LIABILITIES	Rs.	ASSETS	Rs.
CORPUS FUND:-		FIXED ASSETS:- (As per schedule)	
Excess/loss during the year		CURRENT ASSETS:- <ul style="list-style-type: none">• Cash balance• Bank Balance	
DONATIONS RESTRICTED:- Unspent (As per statement of changes in fund balances)		ADVANCES:- (As per schedule)	
GENERAL RESERVE:- (Surplus from unrestricted Donations as per statement of Changes in fund balances)		MISCELLANEOUS:- Receivable Fund (As per statement of changes in fund balances)	
CURRENT LIABILITIES:- Expenses payable Advances (As per schedule)		-----	-----

Centre:

Centre In-charge

Convenor

Auditor

Date:

MODULE FOR REGISTRATION OF ONLINE COMPLAINTS THROUGH SAANJH KENDRAS

Screenshot 1

PUNJAB POLICE
Police to its last particle is duty
Emergency: 100, Control Room: 0172-2740298-058

Login

User Id

Password

5+6=

For better speed and hassle free experience please use Mozilla Firefox. [Download Mozilla Firefox.](#)
[SAANJH Hardware Support Numbers](#)
[Download BSNL EB Officers List](#)
SAANJH Helpline Mobile Numbers:
 +91-94177-00398, 00498, Landline:- 0161-2440043

Email:-projectsaanjh@gmail.com

Vis. today 2,162

[Download Right to Service Act SAANJH Forms.](#)
[Download Set of Forms.](#)

Screenshot 2

Welcome To Complaints Section

[Change Password](#) | [Logout](#)
Logged in as :com1

- Complaint
 - Directly Register Complaints
 - Complaints Pending For Mark/Forward
 - Complaints Received From Other Office
 - Complaints Pending for Final Decision/Investigation Report
- Reports
- Search Complaint
- Complaint Status
- Dashboard

Screenshot 3

Welcome To Complaints Section

[Home](#) | [Change Password](#) | [Logout](#)
Logged in as :com1

Complaint

Print	S No.	Token No.	DCR NO.	Complaint Date	Subject	Complainant Name	S/o	Address	Mobile No.	Investigation Officer	Actions

Screenshot 4

Screenshot 5

Screenshot 6

Screenshot 7

Screenshot 8

Logo:  **Welcome To Complaints Section** [Home](#) [Change Password](#) [Logout](#) 
Logged in as :com1

Complaint

Select Date



From Date: 

To Date: 

Type: 


Designed & Developed By The Traffic Solutions Co.


Screenshot 9

Logo:  **Welcome To Complaints Section** [Home](#) [Change Password](#) [Logout](#) 
Logged in as :com1

Complaint



Select Date

From Date: 

To Date: 


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
Screenshot 10

Logo:  **Welcome To Complaints Section** [Home](#) [Change Password](#) [Logout](#) 
Logged in as :com1

Complaint



Select Date

From Date: 

To Date: 

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Screenshot 11

Logo:  **Welcome To Complaints Section** [Home](#) [Change Password](#) [Logout](#) 
Logged in as :com1


Complaint


Print Of Complaint Summary

Enter CR No.

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Screenshot 12


Welcome To Complaints Section

[Home](#) | [Change Password](#) | [Logout](#) 
 Logged in as :com1


Complaint


Select Date

From Date: 
 To Date: 

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Screenshot 13


Welcome To Complaints Section


[Home](#) | [Change Password](#) | [Logout](#) 
 Logged in as :com1

Complaint

Search Complaints

Complaint No. Complainant Name Father Name District 
 PSTATION Mobile No. Subject 

Against Accused Detail

Accused Name Father Name Mobile No. Search By 


Search Complaints

Complaint No.	Complaint Date	Complainant Name	Father Name	Subject	Type	Directly Register At	Mark To	Marking ID	Final Decision	Actions
---------------	----------------	------------------	-------------	---------	------	----------------------	---------	------------	----------------	---------

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Screenshot 14


Welcome To Complaints Section

[Home](#) | [Change Password](#) | [Logout](#) 
 Logged in as :com1

Complaint

Complaint Status

Enter UID Token No.

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Screenshot 15


Welcome To Complaints Section

[Home](#) | [Change Password](#) | [Logout](#) 
 Logged in as :com1

Complaint

Complaints Dashboard	
Complaints Directly	0
Received From Other Office	0
Total Complaints	0
Marked Complaints	0
Unmarked Complaints	0
Complaint Final Decision	0

PART-1
DEPARTMENT OF LEGAL AND LEGISLATIVE AFFIARS, PUNJAB
Notification

The 20th October, 2011

No.37-leg/2011- The following act of the Legislature of the State of Punjab received the assent of the Punjab on the 19th October, 2011, is hereby published for general information:-

THE PUNJAB RIGHT TO SERVICE ACT, 2011

(PUNJAB ACT NO.24 OF 2011.)

A
ACT

to provide for the delivery of services to the people of the State of Punjab within the given time limits and for matters connected therewith and incidental thereto.

BE it enacted by the Legislature of the State of Punjab in the Sixty-second Year of the Republic of India as follows:-

Short title and Commencement.

1. (1) This Act may be called the Punjab Right to Service Act, 2011.

(2) It shall come into force on and with effect from the date of its publication in the Official Gazette.

Definitions.

2. In this Act, unless the context otherwise requires,-

(a) 'Commission' means a Commission constituted under section 12;

(b) 'Designated Officer' means an officer as notified under section 3;

(c) 'eligible person' means a person who is eligible for obtaining services notified under section 3;

(d) 'First Appellate Authority' means an officer who is notified as such under section 3;

- (e) 'given time limit' means maximum time to provide the service by the Designated Officer as notified under section 3;
- (f) 'prescribed' means prescribed by rules made under this Act;
- (g) 'right to service' means a right to obtain the service within the given time limit ;
- (h) 'service' means any service notified under section 3;
- (i) 'Second Appellate Authority' means an officer who is notified as such under section 3;
- (j) 'section' means a section of this Act; and
- (k) 'State Government' means the Government of the State of Punjab.

Notification of services, Designated Officers, First Appellate Authority, Second Appellate Authority and the given time limit.

3. (1) The State Government may, by notification from time to time, notify the services, to which this Act shall apply.

(2) The State Government may, by notification, specify the Designated Officer, First Appellate Authority, Second Appellate Authority and the given time limit for the purposes of this Act.

Providing of service.

4. The Designated Officer shall provide the service to the eligible person within the given time limit.

Procedure for obtaining service.

5. (1) An eligible person shall make an application to the Designated Officer for obtaining any service under the provisions of this Act.

(2) The Designated Officer shall, on receipt of an application under sub-section (1), provide service or reject the application within the given time limit and in case of rejection of

application, shall record the reasons in writing and intimate the same to the applicant.

(3) Every Designated Officer shall maintain detailed records of services applied for in a format as may be prescribed.

First appeal.

6. (1) Any eligible person, whose application for obtaining service is rejected under sub-section (2) of section 5 or who is not provided the service within the given time limit, may file an appeal to the First Appellate Authority within thirty days from the date of rejection or the expiry of the given time limit, as the case may be.

(2) On receipt of an appeal under sub-section (1), the First Appellate Authority shall consider the matter and if, in its opinion the grievance of the eligible person appears to be genuine, it may direct the Designated Officer to provide the service within such period, as may be specified by it and in case of default, to appear before it in person and explain reasons thereof.

(3) After affording an opportunity of hearing to the Designated Officer and the eligible person, the First Appellate Authority may pass an order either accepting the appeal or rejecting the same by an order made in writing and in the case of rejection, the reasons for rejection shall be specified by it in such order and shall communicate the same to the eligible person.

(4) An appeal made under sub-section (1) shall be finally disposed of by the First Appellate Authority, as far as possible, within a period of thirty days of its receipt.

Second appeal.

7. (1) Any eligible person, whose appeal for obtaining service is rejected or who is not provided the service within the time specified by the First Appellate Authority under section 6, may file an appeal to the Second Appellate Authority within thirty

days from the date of such rejection or the expiry of the time specified by the First Appellate Authority.

(2) On receipt of an appeal under sub-section (1), the Second Appellate Authority may pass an order either accepting the appeal and directing the Designated Officer to provide service to the eligible person within such period as may be specified or reject the same in writing detailing the reasons for such rejection:

Provided that before rejecting the appeal, an opportunity of hearing to the eligible person shall be granted by the Second Appellant Authority:

Provided further that an order made by the Second Appellant Authority under this section shall be communicated to the eligible person:

Provided further that the appeal made under sub-section (1) shall be decided by the Second Appellate Authority, as far as possible, within a period of sixty days from the date of receipt of appeal.

Power to
summon and
inspection.

8. The First Appellate Authority and the Second Appellate Authority shall, while deciding an appeal under the provisions of this Act, have the same powers as are vested in civil court while trying a suit under the Code of Civil Procedure, 1908 (5 of 1908) in respect of the following matters, namely:—

- (a) requiring the production and inspection of documents;
- (b) issuing summons for hearing to the Designated Officer and the appellant; and
- (c) any other matter which may be prescribed.

Penalty.

9. (1) (a) Where the Second Appellate Authority is of the opinion that the Designated Officer and/or any other official involved in the process of providing such service has/have failed to provide service

without sufficient and reasonable cause, it may impose a lump sum penalty on the Designated Officer and/or any other official involved in the process of providing such service, which shall not be less than rupees five hundred and not more than rupees five thousand;

- (b) Where the Second Appellate Authority is of the opinion that the Designated Officer and/or any other official involved in the process of providing such service has/have caused undue delay in providing the service, it may impose a penalty at the rate of rupees two hundred and fifty per day for such delay on the Designated Officer and/or any official involved in the process of providing such service, which shall not be more than rupees five thousand:

Provided that the Designated Officer and/or any other official involved in the process of providing such service shall be given a reasonable opportunity of being heard before any penalty is imposed on him/them under sub-clauses (a) and (b).

(2) The Second Appellate Authority may, by an order, give such amount as compensation to the appellant out of the amount of the penalty imposed under sub-section (1), as may be specified by it, which shall not exceed the total amount of the penalty so imposed.

(3) The Second Appellate Authority may, if it is satisfied that the Designated Officer and/or any other official involved in the process of providing such service has/have failed to discharge the duties assigned under this Act without sufficient and reasonable cause, recommend disciplinary action against the

defaulters under the service rules applicable to them in addition to the penalty imposed under sub-section (1).

10. Any person may, who is aggrieved by any order of the Second Appellate Authority, make an application for revision of the said order to the Commission or an officer nominated in this respect under the proviso to sub-section (1) of section 12 within a period of sixty days from the date of such order, which shall be disposed of in the manner as may be prescribed:

Provided that the Commission or the officer nominated, as the case may be, may entertain the application after the expiry of the said period of sixty days, if it or he is satisfied that the application could not be submitted in time for a reasonable cause.

Display of services and the given time limit.

11. The services and the given time limit shall be displayed locally and on website by the Secretary of the Department concerned for information of the public.

Constitution of the Commission.

12. (1) If in the opinion of the State Government, it is necessary or expedient so to do, it may, by notification, constitute for the purposes of this Act, a Commission to be called the Punjab Right to Service Commission:

Provided that till such time the Commission is not constituted by the State Government, it may, by notification, nominate an officer of the State Government, not below the rank of a Financial Commissioner to perform the functions and exercise the powers of the Commission under this Act.

(2) The Commission shall be a body corporate, known by the aforesaid name having perpetual succession and a common seal with power, subject to the provisions of this Act, to acquire, hold and dispose of property, both movable and immovable and to contract and shall, by the said name, sue or be sued.

(3) The Head Office of the Commission will be at Chandigarh or at such place, as the State Government may notify from time to time.

Composition of the Commission.

13. (1) The Commission shall consist of a Chief Commissioner and four Commissioners and their appointment shall be made by the State Government in consultation with the Leader of Opposition in the Punjab Vidhan Sabha.

(2) The Chief Commissioner shall be a retired officer in the rank and status of the Chief Secretary of the State of Punjab or Secretary to the Government of India.

(3) The Commissioners shall be retired officers of the Government of Punjab in the rank and status of a Secretary or its equivalent rank and status in any of the services of the State, including officers of All India Services from the Punjab cadre and/or expert in the field of Public Administration or e-Governance with atleast twenty years of experience in teaching or administration or from amongst other eminent public persons.

Powers of the Chief Commissioner.

14. (1) The Chief Commissioner shall have powers of general superintendence and direction in the conduct of the affairs of the Commission. The Chief Commissioner shall preside over the meetings of the Commission as well as exercise and discharge the powers and functions of the Commission vested in him in accordance with the regulations framed under sub-section (4) of section 17.

(2) In case of absence of the Chief Commissioner or a vacancy in the office of the Chief Commissioner, the State Government may nominate one of the Commissioners to perform the functions and exercise the powers vested in the Chief Commissioner as long as the vacancy or absence continues.

(3) A Commissioner nominated to discharge the functions and powers of the Chief Commissioner under sub-section (2) shall

not be entitled to any compensation, allowance or facility in addition to what he would be entitled to as a Commissioner.

Term of office and conditions of service of Chief Commissioner and Commissioners.

15. (1) The Chief Commissioner and the Commissioners shall hold office for a term of five years from the date on which they enter upon the respective offices, or until they attain the age of sixty five years, whichever is earlier and they will not be entitled for re-appointment.

(2) If a person already holding an office is appointed as the Chief Commissioner or Commissioner, he shall have to resign or seek retirement from that office before joining the Commission.

(3) The Chief Commissioner or a Commissioner shall, before he enters upon his office, make and subscribe to, before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the Schedule.

(4) The Chief Commissioner or a Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office. He would also be liable for removal from the office in the manner provided under section 16.

(5) The salaries and allowances payable to and other terms and conditions of service of the Chief Commissioner and the Commissioners shall be the same as those of the State Chief Information Commissioner and the State Information Commissioners respectively as laid down in sub-section (5) of section 16 of the Right to Information Act, 2005. All provision of the aforesaid sub-section shall apply mutatis mutandis to the Chief Commissioner and the Commissioners appointed under this Act.

(6) The State Government shall provide the Commission with such officers and employees as may be necessary for the efficient performance of the Commission under this Act. The

salaries, allowances and conditions of service of the officers and other employees so appointed shall be such as may be prescribed.

Removal and suspension of the Chief Commissioner or a Commissioner from office in certain circumstances.

16. (1) The State Government may remove the Chief Commissioner or any Commissioner from office after complying with the provisions of sub-section (2), if he has,-

- (i) been adjudged insolvent; or
- (ii) been convicted of an offence which, in the opinion of the State Government, involves moral turpitude; or
- (iii) become physically or mentally incapable; or
- (iv) acquired such financial or other interest as is likely to affect prejudicially his functions in any of the said capacities; or
- (v) so abused his position as to render his continuance in office prejudicial to public interest.

(2) Notwithstanding anything contained in sub-section (1), the Chief Commissioner or any Commissioner, shall not be removed from his office, unless,-

- (i) a reference is made by the State Government to the Chief Justice of the High Court of Punjab and Haryana seeking an enquiry and recommendation on the proposed removal of the Chief Commissioner or the Commissioner alongwith the grounds for the removal and material supporting such proposal;
- (ii) the reference is duly enquired into by an inquiry committee headed by a sitting or retired High Court Judge or any other person appointed by the Chief Justice of the High Court of Punjab and Haryana; and
- (iii) the inquiry committee makes recommendation that

the Chief Commissioner or the Commissioner ought to be removed on such ground or grounds.

(3) The State Government may suspend the Chief Commissioner or the Commissioner in respect of whom a reference has been made to the Chief Justice under sub-section (2).

Powers and functions of the Punjab Right to Service Commission.

17. (1) It shall be the duty of the Commission to ensure proper implementation of this Act and to make suggestions to the State Government for ensuring better delivery of services. For this purpose the Commission may,-

- (a) entertain and dispose of revisions under section 10;
- (b) take suo moto notice of failure to deliver service in accordance with this Act and refer such cases for decision to the First Appellate Authority or the Second Appellate Authority or pass such order itself as may be appropriate;
- (c) carry out inspections of offices entrusted with the delivery of services and the offices of the First Appellate Authority and the Second Appellate Authority;
- (d) recommend Departmental action against any officer or employee of the State Government who has failed in due discharge of functions cast upon him under this Act;
- (e) recommend changes in procedures for delivery of services which will make the delivery more transparent and easier :

Provided that before making such a recommendation, the Commission shall consult the Administrative Secretary in-charge of the Department which is to deliver the service;

- (f) recommend additional notifications to be notified under section 3 and may also suggest modifications in the notifications already issued for better implementation of this Act; and
- (g) issue general instructions, not inconsistent with the provisions of this Act for the guidance of Designated officers, the First Appellate Authorities and the Second Appellate Authorities.

(2) Where the Commission is satisfied that there are reasonable grounds to inquire into a matter arising out of the provisions of this Act, it may, suo moto, initiate an inquiry in respect thereof.

(3) The Commission shall, while inquiring into any matter under this section, have the same powers as are vested in a Civil Court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:-

- (a) summoning and enforcing the attendance of persons, compelling them to give oral or written evidence on oath and producing documents or things;
- (b) requiring the discovery and inspection of documents; (c) receiving evidence on affidavits;
- (d) requisitioning any public records or copies thereof from any court or office;
- (e) issuing summons for examination of witnesses or documents; and
- (f) any other matter which may be prescribed.

(4) The Commission may frame its regulations for the conduct of its business and any such matter, as the Commission may deem fit.

Action by the Government on recommendations of the Commission.

18. (1) The State Government shall consider the recommendations made by the Commission under clauses (d), (e) and (f) of sub-section (1) of section 17 and send information to the Commission of action taken within thirty days or such longer time as may be decided in consultation with the Commission. In case the Government decides not to implement any of the recommendations of the Commission, it will communicate the reasons for not acting on the recommendations to the Commission.

(2) The Commission shall prepare an annual report of the recommendations made by it under section 17 along with the action taken and reasons for not taking action, if any. The State Government shall cause a copy of this report to be laid on the table of the Punjab Legislative Assembly.

Protection of action taken in good faith.

19. (1) No suit, prosecution or other legal proceeding shall lie against any person for anything which is done in good faith or intended to be done in pursuance of this Act or any rule or any regulation made thereunder.

(2) No act done or proceedings taken under this Act by the Commission shall be invalid merely on the ground of existence of any vacancy or by reason of defect or irregularity in its constitution or absence of any Commissioner in its meeting.

Bar of jurisdiction of courts.

20. No civil court shall have jurisdiction to entertain any suit or proceedings in respect of any matter the cognizance of which can be taken and disposed of by any authority empowered by this Act or the rules or regulations made thereunder.

Powers to make rules.

21. (1) The State Government may, by notification, in the Official Gazette, make rules to carry out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-

- (a) the format to maintain the records of services under sub-section (3) of section 5;
- (b) the procedure for disposing of an application made under section 10;
- (c) salaries, allowances and conditions of service of the officers and other employees of the Commission under sub-section (6) of section 15; and
- (d) any other matter which is required to be, or may be prescribed.

(3) Every rule made by the State Government under this Act, shall be laid, as soon as may be after it is made, before the House of the State Legislature, while it is in session, for a total period of ten days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, the House agrees in making any modification in the rule, or the House agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, however, any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

Power to
remove
difficulties

22. If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order, not inconsistent with the provisions of this Act, remove the same:

Provided that no such order shall be made after the expiry of a period of two years from the commencement of this Act.

Repeal and
saving.

23. (1) The Punjab Right to Service Ordinance, 2011 (Punjab Ordinance No. 7 of 2011), is hereby repealed.

(2) Notwithstanding such repeal, anything done or any action taken under the Ordinance, referred to in sub-section (1), shall be deemed to have been done or taken under this Act.

THE SCHEDULE

[See Section 15(3)]

FORM OF OATH OR AFFIRMATION TO BE MADE BY THE CHIEF COMMISSIONER/COMMISSIONER

“I, _____ having been appointed Chief Commissioner/Commissioner swear in the name of God that I will solemnly affirm bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution of India and the laws made thereunder.”.

GOBINDER SINGH

Secretary to Government of Punjab
Department of Legal and Legislative Affairs

ANNEXURES

SAANJH KENDRAS : TRAINING OF NODAL OFFICERS (CPRC/CPSC)

Programme

Registration 10.00 – 10.30 AM	Welcome and Introductions <ul style="list-style-type: none"> • Benchmarking Saanjh Kendras
Session I 10.30 – 11.15 AM	Saanjh Kendras: Approach and Strategies <ul style="list-style-type: none"> • Administrative structure and functions: CPRCs, CPSCs and PSOCs
Session II 11.15 – 12.00 PM	Saanjh Kendras: Citizen-Police Partnership <ul style="list-style-type: none"> • Formulation of Public Committees and role of members • Financial planning and management
Session III 12.00 – 1.15PM	Saanjh Kendras: SWOT Analysis <ul style="list-style-type: none"> • Break-up into groups • Group exercise • Regroup and group presentations • The role of stakeholders participation, citizen rights and public safety: Community mobilisation and outreach
1.15 – 2.00 PM	Lunch
Session IV 2.00 – 2.45 PM	Gender Sensitisation: Issues for Saanjh Kendras <ul style="list-style-type: none"> • Victimology Perspective in Gender • Role of Saanjh Kendras, police thana and Protection Officer • Networking and coordination with affiliated departments • Data management
Session V 2.45 – 3.30 PM	Implementation of Right to Service Act through Saanjh Kendras
Session VI 3.30 – 4.15 PM	Making Saanjh Kendras Effective <ul style="list-style-type: none"> • Interacting with community • Promoting access to delivery of police services
4.15 – 4.50 PM	Open House <ul style="list-style-type: none"> • Take home assignment • Evaluation

SAANJH KENDRAS : TRAINING OF NODAL OFFICERS (PSOC)

Programme

Registration 10.00 – 10.30 AM	Welcome and Introductions <ul style="list-style-type: none"> • Benchmarking Saanjh Kendras
Session I 10.30 – 11.15 AM	Saanjh Kendras: Approach and Strategies <ul style="list-style-type: none"> • Administrative structure and functions: CPRCs, CPSCs and PSOCs
Session II 11.15 – 12.00 PM	Saanjh Kendras: Citizen-Police Partnership <ul style="list-style-type: none"> • Formulation of Public Committees and role of members • Financial planning and management
Session III 12.00 – 1.15PM	Saanjh Kendras: SWOT Analysis <ul style="list-style-type: none"> • Break-up into groups • Group exercise • Regroup and group presentations • The role of stakeholders participation, citizen rights and public safety: Community mobilisation and outreach
1.15 – 2.00 PM	Lunch
Session IV 2.00 – 3.30 PM	Registration of Online Complaints and Service-Delivery <ul style="list-style-type: none"> • Filing of a complaint • Role of in-charge • Record retrieval and data systems
Session VI 3.30 – 4.15 PM	Making Saanjh Kendras Effective <ul style="list-style-type: none"> • Interacting with community • Promoting access to delivery of police services
4.15 – 4.50 PM	Open House <ul style="list-style-type: none"> • Take home assignment • Evaluation

SAANJH KENDRAS : BENCHMARKING CAPACITIES

Name: _____

Designation: _____

Date: _____

QUESTIONS	ANSWERS
1. Posting	
a. Which is your preferred posting? Tick	<ul style="list-style-type: none"> • Police station <input type="checkbox"/> • Traffic <input type="checkbox"/> • Security duty <input type="checkbox"/> • Saanjh Kendra <input type="checkbox"/> • Other <input type="checkbox"/>
b. What purpose will this posting serve:	<ul style="list-style-type: none"> • Crime prevention <input type="checkbox"/> • Help to provide police services to citizens <input type="checkbox"/> • Counseling <input type="checkbox"/> • Other list <input type="checkbox"/>
c. How do people respond to you in this post? As normal 'Punjab Police' or different. Explain.	
2. Saanjh Kendras Formation	
Why have they have been made? Give your views on their relevance.	
3. Saanjh unit committee functioning	
• Are Saanjh committees formed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Who are the non-official members? List.	
• How frequently are meetings held?	
• List one important decisions of the committee?	

4. Tick mark services provided:	CPRC (District Level)		CPSC (Sub-division level)		PSOC (Thana level)	
	Yes	No	Yes	No	Yes	No
• Grievance Redressal Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Community Services-cum-Information unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• NRI & Foreign counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Crime Prevention Counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Verification and Permission Counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• RTI counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Traffic Management and Information Counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Legal aid and victim relief unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sensitisation and dispute resolution unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gender Dispute Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Economic Dispute Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Social and Political Conflict Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of (yet) untraced report in road accident cases; stolen vehicles cases and theft cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of FIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Registration of Foreigners (arrival and departure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Extension of residential permit of foreigners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• NOC for vehicles, Fairs/Melas, Exhibitions/sponsored events, loudspeakers, Issuance/Renewal of License of Arm Dealers, setting up of Petrol Pump, Cinema Halls, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Verification of stranger, passport, service, character, arms license, tenant and servant verification, if resident of local area and other verification related services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. What do you expect from this training?						

SAANJH KENDRAS

EXERCISE : SWOT ANALYSIS OF SAANJH KENDRAS

SWOT ANALYSIS OF COMMUNITY POLICING CENTRES	
Strengths	Weaknesses
Opportunities	Threats

Step 1: Ask participants to brainstorm the following question: “What are the strengths and weaknesses within Saanjh at the police station/sub-division that could affect their management and functioning?” Ask group members to write their answers in large letters, using one to three words only, in the space given.

Step 2: Ask participants to do the same with the question: “What are the opportunities and threats outside the Saanjh at the police station/sub-division that could affect their management and functioning?” Record the answers as before.

Depending on the size of the group, the facilitator might divide participants into one, two or four working groups. Each group should have a minimum of three and maximum of eight participants. If the facilitator chooses to have two working groups, he/she can ask one group to think about the strengths and weaknesses, while the other works on opportunities and threats.

Step 3: After an agreed time (of 15 minutes), each group’s representative presents the responses to the larger group.

Step 4: The facilitator can then guide participants in a “focused discussion” based on questions such as “What do these results tell us?”, “What decisions should we take?” and “Are we ready to proceed? If so, what needs to be done first? If not, what needs to be done before we can proceed?”

SAANJH KENDRAS

PROMOTING SAANJH KENDRAS: SPECIAL EMPHASIS ON SAFETY-CUM-SECURITY AND DATA MANAGEMENT OF GENDER UNIT

Participants are requested to make a promotional plan for their respective Saanjh Kendras on the basis of this session. Participants should keep in mind that this action plan is specific to their jurisdiction and issues relevant to their area.

The activity schedule should list the following:

1. List of activities to be undertaken
2. Stakeholders participating in the activities and their tasks in performing specific activities
3. It should include involvement of allied systems, such as, Departments of Social Security and Women and Child Development, Education, Health, etc.
4. It should include a plan for promoting the issue of concern in their area. Documentation of gender-related cases should be included in accordance to the format provided.
5. Detail of budget and resource management.
6. Report of take home activities (Gender Unit: Data Management)

ACTION PLAN FOR AREA-SPECIFIC PROBLEM

I. Desired outcome: Deal with specific problem

II. Planning an activity schedule for issue of concern in your areas

1. Call a committee meeting
 - Discussion and make a plan
2. Involving stakeholders
Identification of those helpful: List stakeholders, their interest, skills, point of interaction and activities to be planned
Stakeholders
Institutions: Women groups, CDPO office, education institutions, local authorities – panchayats
Other stakeholders: Community leaders, women's groups e.g. SHG, school children, other people in the community, market associations, health workers Divide responsibility to each stakeholder
3. Liaison with allied systems (education, health, district administration)
4. Prepare a detailed activity schedule (within 10 days)
5. Budget and resource planning
6. Operationalise plan
7. Monitoring and evaluation of plan
8. Checklist of activities
9. Reporting and feedback

SAANJH KENDRAS: TRAINING OF NODAL OFFICERS

GENDER UNIT: DATA MANAGEMENT

Provide details of all cases looked into YOUR Saanjh Kendra from 1st January 2013.

Case details	<ul style="list-style-type: none">• Incident – nature of violation. Details leading to complaint.• Background of complainant, problem and desired result.• Background information against whom complaint has been issued (socio-economic status, education and employment status)• Desired result• Input from family members, panchayat, other stakeholders• Alternatives available
Case follow-up	<ul style="list-style-type: none">• Intervention provided, who is counselling, action taken• Number of meetings, time span of case• Legal options
Recommendation	By counsellor
Facilities available	List facilities provided by Saanjh/state that can be availed by victim (such as legal aid, shelter home, protection, professional counselling)

SAANJH KENDRAS

SAANJH TRAINING FEEDBACK FORM

Name: _____

Designation: _____

Date: _____

I. Overall Assessment	Excellent	Very Good	Good	Fair	Poor
1. Content covered during the presentation					
2. Relevance of information					
3. Usefulness of activities conducted during the workshop					
4. Overall experience at workshop					
II. Assessment of Sessions	Excellent	Very Good	Good	Fair	Poor
1. For each session, the relevance of the topic to your work was					
• Session 1: Saanjh Kendras: Approach and Strategies					
• Session 2: Saanjh Kendras: Citizen-Police Partnership					
• Session 3: Community Policing Centres: SWOT Analysis					
• Session 4: Gender Sensitisation: Issues for Saanjh Kendras					
• Session 5: Registration of Online Complaints and Service-Delivery					
• Session 6: Making Saanjh Kendras Effective					

	Excellent	Very Good	Good	Fair	Poor
2. For each session, how useful and well conducted were the sessions					
• Opening session					
• Session 1: Saanjh Kendras: Approach and Strategies					
• Session 2: Saanjh Kendras: Citizen-Police Partnership					
• Session 3: Community Policing Centres: SWOT Analysis					
• Session 4: Gender Sensitisation: Issues for Saanjh Kendras					
• Session 5: Registration of Online Complaints and Service-Delivery					
• Session 6: Making Saanjh Kendras Effective					
III. What did you gain most from this workshop					
IV. Would you do anything different to make this workshop more effective?					
V. Do you have any additional recommendations to improve future workshops? Kindly enlist them here.					



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 100
Stipulated Time = Immediate

Details of 'Saanjh' Kendra

Category

CPRC

CPSC

PSOC

_____ (Name of Centre)

_____ (District)

PROTECTION PARTNERSHIP PEACE

Service asked for

REGISTRATION OF FOREIGNERS (ARRIVAL AND DEPARTURE)

1.	Date of Application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Name of the Applicant								
3.	Father's/Husband's Name								
4.	Address in Country of Domicile								
5.	Address in India at Present	H.No.	<input type="text"/>	St. No.	<input type="text"/>	Vill./Mohalla	<input type="text"/>		
		Teh.	<input type="text"/>		Police Station	<input type="text"/>			
		Distt.	<input type="text"/>		State	<input type="text"/>			
6.	Contact Details in India	Mobile	<input type="text"/>	Email ID if any	<input type="text"/>				
7.	Contact Details abroad	Mobile	<input type="text"/>	Email ID if any	<input type="text"/>				
8.	Nationality	<input type="text"/>			Profession	<input type="text"/>			
9.	Date of Birth	<input type="text"/>			Place	<input type="text"/>			
10.	Passport No.	<input type="text"/>			Date of Issue	<input type="text"/>			
11.	Place of Issue	<input type="text"/>			Valid Upto	<input type="text"/>			
12.	Visa for India No.	<input type="text"/>			Place & Date of Issue	<input type="text"/>			
13.	Type of Visa & Duration	<input type="text"/>			Valid Upto	<input type="text"/>			
14.	Date & Place of Arrival in India	<input type="text"/>							
15.	Purpose of Visiting India	<input type="text"/>							
16.	Documents to be attached	Application particular form (Registration of foreigner application)							
		Indemnity Bond attested from Executive Magistrate							
		Photo copy of passport							
		Photo copy of visa showing date of arrival							
		Four passport size photograph							
		Fee (if required for late registration)							
		NOTE : Foreigner should be personally present for availing this service							
17.	Signature of Applicant	<input type="text"/>							

For Official Use only

1	Acknowledgment Receipt No.	<input type="text"/>	2.	Date	<input type="text"/>
3.	Date by which service to be provided	<input type="text"/>	4.	Name of Designated Officer	<input type="text"/>
5.	Designation	<input type="text"/>	6.	Location	<input type="text"/>
7.	Sign. of D.O./Receiving Officer	<input type="text"/>			

"SAANJH"



PROTECTION PARTNERSHIP PEACE

(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 100
5.	Service asked for	REGISTRATION OF FOREIGNERS (ARRIVAL AND DEPARTURE)			
6.	Documents to be attached	a.	Application particular form (Registration of foreigner application)		
		b.	Indemnity Bond attested from Executive Magistrate		
		c.	Photo copy of passport		
		d.	Photo copy of visa showing date of arrival		
		e.	Four passport size photograph		
		f.	Fee (if required for late registration)		
		NOTE : Foreigner should be personally present for availing this service			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 500
Stipulated Time = 5 Working Days

Details of 'Saanjh' Kendra

Category
 CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for

EXTENSION OF RESIDENTIAL PERMIT OF FOREIGNERS

1.	Date of Application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Name of the Applicant								
3.	Father's/Husband's Name								
4.	Address in India (Permanent)	H.No.	<input type="text"/>	St. No.	<input type="text"/>	Vill./Mohalla	<input type="text"/>		
		Teh.	<input type="text"/>			Police Station	<input type="text"/>		
		Distt.	<input type="text"/>			State	<input type="text"/>		
5.	Address in India at Present	H.No.	<input type="text"/>	St. No.	<input type="text"/>	Vill./Mohalla	<input type="text"/>		
		Teh.	<input type="text"/>			Police Station	<input type="text"/>		
		Distt.	<input type="text"/>			State	<input type="text"/>		
6.	Address in Country of Domicile								
7.	Contact Details in India	Mobile	<input type="text"/>	Email ID if any	<input type="text"/>				
8.	Nationality								
9.	Date of Birth	<input type="text"/>	<input type="text"/>	Place	<input type="text"/>				
10.	Passport No.	<input type="text"/>	<input type="text"/>	Date of Issue	<input type="text"/>				
11.	Place of Issue	<input type="text"/>	<input type="text"/>	Valid Upto	<input type="text"/>				
12.	Visa for India No.	<input type="text"/>	<input type="text"/>	Place & Date of Issue	<input type="text"/>				
13.	Type of Visa & Duration	<input type="text"/>	<input type="text"/>	Valid Upto	<input type="text"/>				
14.	Date & Place of Arrival in India								
15.	Purpose of Visiting India								
16.	Whether Resident of India previously if So, What period								
17.	Date of Expiry of Authorised Period								
18.	Period for which extension is required								
19.	Reason for extension of stay. (The reason should be stated duly in detail, failure to do so, may result in delay or refusal of request)								
20.	Name and address of person in India (who will furnish guarantee for maintenance and repatriation on behalf of applicant when he/she enters India)	Name	<input type="text"/>						
		S/o,D/o	<input type="text"/>						
		H.No.	<input type="text"/>	St. No.	<input type="text"/>	Vill./Mohalla	<input type="text"/>		
		Teh.	<input type="text"/>			Police Station	<input type="text"/>		
		Distt.	<input type="text"/>			State	<input type="text"/>		

21. (a) I WILL SUBMIT IN WRITING IN CASE OF ANY CHANGE IN MY RESIDENTIAL ADDRESS
 (b) I WILL INFORM IN WRITING WHEN EVER I WILL GO BACK FROM

22. I FURTHER SUBMIT THAT I WAS NOT KNOWING REGARDING NEED, TO REGISTER WITH YOUR OFFICE.
 I HAVE PAID THE PENALTY/VISA FEE OF RS./DOLLAR (CROSS IF NOT APPLICABLE)

.....BY DEPOSITING THE SAME IN STATE BANK OF INDIA.

Note : No fee is to be paid in case application is within the prescribed time.

23.	Documents to be attached	Application particular form (Visa extension application)
		Surety Bond
		Residence Proof of surety (Ration Card/Voter Card or any other residence proof)
		Photo copy of passport
		Photo copy of visa showing date of arrival
		Four passport size photograph
		Receipt of State Bank of India (in case of late registration/visa extension only)

I REQUEST THAT MY NAME MAY KINDLY BE REGISTERED/NECESSARY EXTENSION OF MY VISA MAY KINDLY BE EXTENDED FOR.....MONTHS AND I MAY KINDLY BE ISSUED RESIDENTIAL PERMIT.

24.	Signature of Applicant	
-----	------------------------	--

For Official Use only

1	Acknowledgment Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Name of Designated Officer	
5.	Designation		6.	Location	
7.	Sign. of D.O./Receiving Officer				

"SAANJH"



PROTECTION PARTNERSHIP PEACE

(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 500
5.	Service asked for	REGISTRATION OF FOREIGNERS (ARRIVAL AND DEPARTURE)			
6.	Documents to be attached	a.	Application particular form (Visa extension application)		
		b.	Surety Bond		
		c.	Residence Proof of surety (Ration Card/Voter Card or any other residence proof)		
		d.	Photo copy of passport		
		e.	Photo copy of visa showing date of arrival		
		f.	Four passport size photograph		
		g.	Receipt of State Bank of India (in case of late registration/visa extension only)		
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 5 per Page
Stipulated Time = Immediate

Details of 'Saanjh' Kendra

Category
 CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

PROTECTION PARTNERSHIP PEACE

COPY OF F.I.R.

Service asked for

1.	Date of Application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Name of the Applicant								
3.	Father's/Husband's Name								
4.	Address	H.No.	<input type="text"/>	St. No.	<input type="text"/>	Vill./Mohalla	<input type="text"/>		
		Teh.	<input type="text"/>		Police Station	<input type="text"/>			
		Distt.	<input type="text"/>		State	<input type="text"/>			
a)	Contact Details	Mobile	<input type="text"/>		Email ID if any	<input type="text"/>			
5.	F.I.R. Details	F.I.R. No.	<input type="text"/>		F.I.R. Year	<input type="text"/>			
		P.S.	<input type="text"/>		Distt.	<input type="text"/>			
a)	Name of the Complainant	<input type="text"/>							
	Father's/Husband's Name	<input type="text"/>							
b)	Name of Accused	<input type="text"/>							
	Father's/Husband's Name	<input type="text"/>							
8.	Purpose	<input type="text"/>							
9.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book							
10.	Signature of Applicant	<input type="text"/>							

For Official Use only

Facilitation Charges = ₹ 5 per Page
Stipulated Time = Immediate

1	Acknowledgment Receipt No.	<input type="text"/>	2.	Date	<input type="text"/>
3.	Last Date by which service to be provided	<input type="text"/>	4.	Name of Designated Officer (D.O.)	<input type="text"/>
5.	Designation	<input type="text"/>	6.	Location	<input type="text"/>
7.	Sign. of DO/Receiving Officer	<input type="text"/>			

"SAANJH"



PROTECTION PARTNERSHIP PEACE

(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 5 per page
5.	Service asked for	COPY OF F.I.R.			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit

"SAANJH"



PROTECTION PARTNERSHIP PEACE

PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 100
Stipulated Time = 5 Working Days

Details of 'Saanjh' Kendra CPRC
 CPSC
 PSOC

Category

(Name of Centre)

(District)

Service asked for

N.O.C. FOR USE OF LOUD SPEAKER

1.	Date of Application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Name of the Applicant								
3.	Father's/Husband's Name								
4.	Address	H.No.	<input type="text"/>	St. No.	<input type="text"/>	Vill./Mohalla	<input type="text"/>		
		Teh.	<input type="text"/>		Police Station	<input type="text"/>			
		Distt.	<input type="text"/>			State	<input type="text"/>		
4a.	Contact Details	Mobile	<input type="text"/>	Email ID if any	<input type="text"/>				
5.	Function Details	Type	<input type="text"/>			Date of Function	<input type="text"/>		
		Start Time	<input type="text"/>			End Time	<input type="text"/>		
		P.S.	<input type="text"/>			Expected Gathering	<input type="text"/>		
6.	Whether it is a public place	<input type="text"/>							
7.	Does this function create any hinderance to traffic	<input type="text"/>							
8.	Objection if any by some person/organisation	<input type="text"/>							
9.	Have you complied with safety norms regarding fire/noise/health/	<input type="text"/>							
10.	Details of activities being organised in the proposed function	<input type="text"/>							
11.	Documents to be attached	Photo ID Proof (Tick whichever attached)							
		<input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book							
		Proof of submission of application in SDM / DC Office.							
12.	Signature of Applicant	<input type="text"/>							

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1	Acknowledgment Receipt No.	<input type="text"/>	2.	Date	<input type="text"/>
3.	Date by which service to be provided	<input type="text"/>	4.	Name of Designated Officer	<input type="text"/>
5.	Designation	<input type="text"/>	6.	Location	<input type="text"/>
7.	Sign. of D.O./Receiving Officer	<input type="text"/>			

"SAANJH"



(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 100
5.	Service asked for	N.O.C. FOR USE OF LOUD SPEAKER			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit

"SAANJH"



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 500
Stipulated Time = 5 Working Days

Details of 'Saanjh' Kendra CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

PROTECTION PARTNERSHIP PEACE

N.O.C. FOR ORGANISING PUBLIC FUNCTION

Service asked for _____

1.	Date of Application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Name of the Applicant								
3.	Father's/Husband's Name								
4.	Address	H.No.	<input type="text"/>	St. No.	<input type="text"/>	Vill./Mohalla	<input type="text"/>		
		Teh.	<input type="text"/>		Police Station	<input type="text"/>			
		Distt.	<input type="text"/>		State	<input type="text"/>			
4a.	Contact Details	Mobile	<input type="text"/>		Email ID if any	<input type="text"/>			
5.	Function Details	Type	<input type="text"/>		Date of Function	<input type="text"/>			
		Start Time	<input type="text"/>		End Time	<input type="text"/>			
		P.S.	<input type="text"/>		Expected Gathering	<input type="text"/>			
6.	Whether it is a public place	<input type="text"/>							
7.	Does this function create any hinderance to traffic	<input type="text"/>							
8.	Objection if any by some person/organisation	<input type="text"/>							
9.	Have you complied with safety norms regarding fire/noise/health/	<input type="text"/>							
10.	Details of activities being organised in the proposed function	<input type="text"/>							
11.	Documents to be attached	Photo ID Proof (Tick whichever attached)							
		<input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book							
		Proof of submission of application in SDM / DC Office.							
12.	Signature of Applicant	<input type="text"/>							

For Official Use only

1	Acknowledgment Receipt No.	<input type="text"/>	2.	Date	<input type="text"/>
3.	Date by which service to be provided	<input type="text"/>	4.	Name of Designated Officer	<input type="text"/>
5.	Designation	<input type="text"/>	6.	Location	<input type="text"/>
7.	Sign. of D.O./Receiving Officer	<input type="text"/>			

"SAANJH"



(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 500
5.	Service asked for	N.O.C. FOR ORGANISING PUBLIC FUNCTION			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 50
Stipulated Time = 5 Working Days

Details of 'Saanjh' Kendra CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for

STRANGER VERIFICATION (Resident of Other District/State)

1.	Date of Application	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
2.	Name of the Applicant	
3.	Father's/Husband's Name	
4.	Address	H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
4a.	Contact Details	Mobile <input type="text"/> Email ID if any <input type="text"/>
5	Tenant/Servant /Stranger Details Tick mark (✓) option	Religion <input type="text"/> Caste/Sub Caste <input type="text"/> Qualification <input type="text"/>
		Height <input type="text"/> Age & Sex <input type="text"/> Identification Mark <input type="text"/>
		Complexion <input type="text"/> Fair <input type="checkbox"/> Dark <input type="checkbox"/> Wheatish <input type="checkbox"/> Marital Status <input type="text"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/>
		Staying <input type="text"/> Alone <input type="checkbox"/> With Family <input type="checkbox"/> Residing <input type="text"/> Self <input type="checkbox"/> With Parents <input type="checkbox"/> With Relatives <input type="checkbox"/>
		ID Proof <input type="text"/> Voter Card / Bank Passbook / Ration Card No. <input type="text"/>
		Occupation <input type="text"/> Description <input type="text"/>
		Mobile No. <input type="text"/> Vill. Contact No. <input type="text"/>
		Residing in Punjab Since <input type="text"/> Last Visit to Native Place <input type="text"/> Month <input type="text"/> Year <input type="text"/>
6.	Native Address	H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
7.	Name & Address of Landlord	Name <input type="text"/> Alias <input type="text"/>
		Father's/Husband's Name <input type="text"/>
		H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
8.	Documents to be attached	3 Recent Passport size photographs of applicant
		Proof of Permanent address of applicant
		Description of family i.e. Father, Mother, Spouse, Brother & Sister of applicant
		Proof of identity & Residence proof of landlord of applicant Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book
9.	Signature of Applicant	

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1	Acknowledgment Receipt No.	2.	Date
3.	Date by which service to be provided	4.	Name of Designated Officer
5.	Designation	6.	Location
7.	Sign. of D.O./Receiving Officer		

"SAANJH"



(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 50
5.	Service asked for	STRANGER VERIFICATION (Resident of Other District/State)			
6.	Documents to be attached	3 Recent Passport size photographs of applicant Proof of Permanent address of applicant Description of family i.e. Father, Mother, Spouse, Brother & Sister of applicant Proof of identity & Residence proof of landlord of applicant Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Bank Pass Book <input type="checkbox"/> Ration Card			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 50
Stipulated Time = 5 Working Days

Details of 'Saanjh' Kendra CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for

TENANT / SERVANT VERIFICATION (Resident of Local Area)

1.	Date of Application	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
2.	Name of the Applicant	
3.	Father's/Husband's Name	
4.	Address	H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
4a.	Contact Details	Mobile <input type="text"/> Email ID if any <input type="text"/>
5	Tenant/Servant /Stranger Details Tick mark (✓) option	Religion <input type="text"/> Caste/Sub Caste <input type="text"/> Qualification <input type="text"/>
		Height <input type="text"/> Age & Sex <input type="text"/> Identification Mark <input type="text"/>
		Complexion <input type="text"/> Fair <input type="checkbox"/> Dark <input type="checkbox"/> Wheatish <input type="checkbox"/> Marital Status <input type="text"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/>
		Staying <input type="text"/> Alone <input type="checkbox"/> With Family <input type="checkbox"/> Residing <input type="text"/> Self <input type="checkbox"/> With Parents <input type="checkbox"/> With Relatives <input type="checkbox"/>
		ID Proof <input type="text"/> Voter Card / Bank Passbook / Ration Card No. <input type="text"/>
		Occupation <input type="text"/> Description <input type="text"/>
		Mobile No. <input type="text"/> Vill. Contact No. <input type="text"/>
		Residing in Punjab Since <input type="text"/> Last Visit to Native Place <input type="text"/> Month <input type="text"/> Year <input type="text"/>
6.	Native Address	H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
7.	Name & Address of Landlord	Name <input type="text"/> Alias <input type="text"/>
		Father's/Husband's Name <input type="text"/>
		H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
8.	Documents to be attached	3 Recent Passport size photographs of applicant
		Proof of Permanent address of applicant
		Description of family i.e. Father, Mother, Spouse, Brother & Sister of applicant
		Proof of identity & Residence proof of landlord of applicant Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book
9.	Signature of Applicant	

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1	Acknowledgment Receipt No.	2.	Date
3.	Date by which service to be provided	4.	Name of Designated Officer
5.	Designation	6.	Location
7.	Sign. of D.O./Receiving Officer		

"SAANJH"



(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 50
5.	Service asked for	TENANT / SERVANT VERIFICATION (Resident of Local Area)			
6.	Documents to be attached	3 Recent Passport size photographs of applicant Proof of Permanent address of applicant Description of family i.e. Father, Mother, Spouse, Brother & Sister of applicant Proof of identity & Residence proof of landlord of applicant Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Bank Pass Book <input type="checkbox"/> Ration Card			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 50
Stipulated Time = 5 Working Days

Details of 'Saanjh' Kendra CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for

TENANT / SERVANT VERIFICATION (Resident of Other District/State)

1.	Date of Application	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
2.	Name of the Applicant	
3.	Father's/Husband's Name	
4.	Address	H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
4a.	Contact Details	Mobile <input type="text"/> Email ID if any <input type="text"/>
5	Tenant/Servant /Stranger Details Tick mark (✓) option	Religion <input type="text"/> Caste/Sub Caste <input type="text"/> Qualification <input type="text"/>
		Height <input type="text"/> Age & Sex <input type="text"/> Identification Mark <input type="text"/>
		Complexion <input type="text"/> Fair <input type="checkbox"/> Dark <input type="checkbox"/> Wheatish <input type="checkbox"/> Marital Status <input type="text"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/>
		Staying <input type="text"/> Alone <input type="checkbox"/> With Family <input type="checkbox"/> Residing <input type="text"/> Self <input type="checkbox"/> With Parents <input type="checkbox"/> With Relatives <input type="checkbox"/>
		ID Proof <input type="text"/> Voter Card / Bank Passbook / Ration Card No. <input type="text"/>
		Occupation <input type="text"/> Description <input type="text"/>
		Mobile No. <input type="text"/> Vill. Contact No. <input type="text"/>
		Residing in Punjab Since <input type="text"/> Last Visit to Native Place <input type="text"/> Month <input type="text"/> Year <input type="text"/>
6.	Native Address	H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
7.	Name & Address of Landlord	Name <input type="text"/> Alias <input type="text"/>
		Father's/Husband's Name <input type="text"/>
		H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
8.	Documents to be attached	3 Recent Passport size photographs of applicant
		Proof of Permanent address of applicant
		Description of family i.e. Father, Mother, Spouse, Brother & Sister of applicant
		Proof of identity & Residence proof of landlord of applicant Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book
9.	Signature of Applicant	

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1	Acknowledgment Receipt No.	2.	Date
3.	Date by which service to be provided	4.	Name of Designated Officer
5.	Designation	6.	Location
7.	Sign. of D.O./Receiving Officer		

"SAANJH"



(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 50
5.	Service asked for	TENANT / SERVANT VERIFICATION (Resident of Other District/State)			
6.	Documents to be attached	3 Recent Passport size photographs of applicant Proof of Permanent address of applicant Description of family i.e. Father, Mother, Spouse, Brother & Sister of applicant Proof of identity & Residence proof of landlord of applicant Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Bank Pass Book <input type="checkbox"/> Ration Card			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit

"SAANJH"



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 50
Stipulated Time = 5 Working Days

Details of 'Saanjh' Kendra

Category
 CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for _____

STATUS OF OTHER VERIFICATIONS

1.	Date of Application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2.	Name of the Applicant									
3.	Father's/Husband's Name									
4.	Address	H.No.	<input type="text"/>	St. No.	<input type="text"/>	Vill./Mohalla	<input type="text"/>			
		Teh.	<input type="text"/>		Police Station	<input type="text"/>				
		Distt.	<input type="text"/>		State	<input type="text"/>				
4a.	Contact Details	Mobile	<input type="text"/>		Email ID if any	<input type="text"/>				
5.	Application Details	Apply at	<input type="text"/>		Date	<input type="text"/>				
6.	Send to Police for Verification	by Off. of	<input type="text"/>		Date	<input type="text"/>	Vide No.	<input type="text"/>		
7.	Documents to be attached	Copy of Photo Identity Proof Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book								
		Copy of Receipt issued by D.C. /SDM Office / Passport office								
8.	Signature of Applicant									

For Official Use only

1	Acknowledgment Receipt No.	<input type="text"/>	2.	Date	<input type="text"/>
3.	Date by which service to be provided	<input type="text"/>	4.	Name of Designated Officer	<input type="text"/>
5.	Designation	<input type="text"/>	6.	Location	<input type="text"/>
7.	Sign. of D.O./Receiving Officer	<input type="text"/>			

"SAANJH"



(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 50
5.	Service asked for	STATUS OF OTHER VERIFICATIONS			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book Copy of Receipt issued by D.C. /SDM Office / Passport office			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit

"SAANJH"



PROTECTION PARTNERSHIP PEACE

PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 5 per page
Stipulated Time = 45 Working Days

Details of 'Saanjh' Kendra

Category
 CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for

COPY OF UNTRACE REPORT IN ROAD ACCIDENT CASES

1.	Date of Application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Name of the Applicant	<input type="text"/>							
3.	Father's/Husband's Name	<input type="text"/>							
4.	Address	H.No.	<input type="text"/>	St. No.	<input type="text"/>	Vill./Mohalla	<input type="text"/>		
		Teh.	<input type="text"/>		Police Station	<input type="text"/>			
		Distt.	<input type="text"/>		State	<input type="text"/>			
4a.	Contact Details	Mobile	<input type="text"/>		Email ID if any	<input type="text"/>			
5.	F.I.R. Details	F.I.R. No.	<input type="text"/>		F.I.R. Year	<input type="text"/>			
		P.S.	<input type="text"/>		Distt.	<input type="text"/>			
6.	Name of the Complainant	<input type="text"/>							
	Father's/Husband's Name	<input type="text"/>							
7.	Purpose	<input type="text"/>							
8.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book							
9.	Signature of Applicant	<input type="text"/>							

For Official Use only

1	Acknowledgment Receipt No.	<input type="text"/>	2.	Date	<input type="text"/>
3.	Date by which service to be provided	<input type="text"/>	4.	Name of Designated Officer	<input type="text"/>
5.	Designation	<input type="text"/>	6.	Location	<input type="text"/>
7.	Sign. of D.O./Receiving Officer	<input type="text"/>			

"SAANJH"



(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 5 per page
5.	Service asked for	COPY OF UNTRACE REPORT IN ROAD ACCIDENT CASES			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 5 per page
Stipulated Time = 60 Working Days

Details of 'Saanjh' Kendra

Category
 CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for _____

COPY OF UNTRACE REPORT IN THEFT CASES

1.	Date of Application	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2.	Name of the Applicant	<input type="text"/>
3.	Father's/Husband's Name	<input type="text"/>
4.	Address	H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
4a.	Contact Details	Mobile <input type="text"/> Email ID if any <input type="text"/>
5.	F.I.R. Details	F.I.R. No. <input type="text"/> F.I.R. Year <input type="text"/>
		P.S. <input type="text"/> Distt. <input type="text"/>
6.	Name of the Complainant	<input type="text"/>
	Father's/Husband's	<input type="text"/>
7.	Purpose	<input type="text"/>
8.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book
9.	Signature of Applicant	<input type="text"/>

For Official Use only

1	Acknowledgment Receipt No.	<input type="text"/>	2.	Date	<input type="text"/>
3.	Date by which service to be provided	<input type="text"/>	4.	Name of Designated Officer	<input type="text"/>
5.	Designation	<input type="text"/>	6.	Location	<input type="text"/>
7.	Sign. of D.O./Receiving Officer	<input type="text"/>			

"SAANJH"



(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 5 per page
5.	Service asked for	COPY OF UNTRACE REPORT IN THEFT CASES			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 100
Stipulated Time = 5 Working Days

Details of 'Saanjh' Kendra

Category
 CPRC
 CPSC
 PSOC

_____ (Name of Centre)

_____ (District)

Service asked for **NOC FOR PRE OWNED VEHICLE**

1.	Date of Application												
2.	Name of the Applicant												
3.	Father's/Husband's Name												
4.	Address	H.No.		St. No.		Vill./Mohalla							
		Teh.				Police Station							
		Distt.				State							
5.	Name of Seller/Agent <small>(For option B only)</small>												
6.	Father's/Husband's Name												
7.	Address	H.No.		St. No.		Vill./Mohalla							
		Teh.				Police Station							
		Distt.				State							
<p>Please tick mark your option of enquiry A or B given below :</p> <p>ਫੇਗਕ ਏਏ/ਨਕਗਫ B A i K B ਨਹ / ; j h dk fuB0br kT[.</p>													
<p>A. RECOVERY STATUS OF STOLEN VEHICLE <input type="checkbox"/> ਰਹਿਫਕ ਟਿਜ B dh sk}k i kDekoh My vehicle has been stolen. Please let me know whether it has been recovered. ਵਭਕ ਟਿਜ ਹੇਬ ਉਭਿ j' fr nk j?. ਫੇਗਕ ਏਏ/wB{fJj dī; nk i kt/fe fJj pokwd j' fr nk j?.</p>													
<p>B. INVOLVEMENT IN CRIME <input type="checkbox"/> ਫੇ; /i ਖw ftL Fwਖhns I am interested in purchasing/owning following vehicle. Please let me know if it is involved in any crime. w?j h fbfynk ਟਿਜ B yohdDk ukj ਖk j?fe fJj ਫੇ; / tkodks ftL Ffwb sk Bj M; h .</p>													
8.	DETAILS OF VEHICLE IN QUESTION	Make				Model				Type			
		Registration No.											
		Chasis No.											
		Engine No.											
		State				Distt.				P.S.			
		FIR No. <small>(For option A only)</small>						Dated					
9.	Documents to be attached	Residence Proof of Applicant											
		Copy of Registration Certificate											
		Photograph of Applicant											
10.	Signature of Applicant												

For Official Use only

1	Acknowledgment Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Name of Designated Officer	
5.	Designation		6.	Location	
7.	Sign. of D.O./Receiving Officer				

"SAANJH"



PROTECTION PARTNERSHIP PEACE

(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹100 per page
5.	Service asked for	NOC FOR PRE OWNED VEHICLE			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 50
Stipulated Time = 10 Working Days

Details of 'Saanjh' Kendra

Category
 CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for

STATUS OF SERVICE VERIFICATIONS

1.	Date of Application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Name of the Applicant								
3.	Father's/Husband's Name								
4.	Address	H.No.	<input type="text"/>	St. No.	<input type="text"/>	Vill./Mohalla	<input type="text"/>		
		Teh.	<input type="text"/>	Police Station	<input type="text"/>				
		Distt.	<input type="text"/>	State	<input type="text"/>				
4a.	Contact Details	Mobile	<input type="text"/>	Email ID if any	<input type="text"/>				
5.	Application Details	Apply at	<input type="text"/>	Date	<input type="text"/>				
6.	Send to Police for Verification	by Off. of	<input type="text"/>	Date	<input type="text"/>	Vide No.	<input type="text"/>		
7.	Documents to be attached	Copy of Photo Identity Proof Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book							
		Copy of Receipt issued by D.C. /SDM Office							
8.	Signature of Applicant								

For Official Use only

1	Acknowledgment Receipt No.	<input type="text"/>	2.	Date	<input type="text"/>
3.	Date by which service to be provided	<input type="text"/>	4.	Name of Designated Officer	<input type="text"/>
5.	Designation	<input type="text"/>	6.	Location	<input type="text"/>
7.	Sign. of D.O./Receiving Officer	<input type="text"/>			

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PROTECTION PARTNERSHIP PEACE

(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 50
5.	Service asked for	STATUS OF OTHER VERIFICATIONS			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book Copy of Receipt issued by D.C. /SDM Office			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 10
Stipulated Time = 50 Working Days

Details of 'Saanjh' Kendra CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

PROTECTION PARTNERSHIP PEACE

Service asked for _____

STATUS OF SERVICE VERIFICATIONS

UNIQUE TOKEN NO. _____

DATED

D D M M Y Y Y Y

To

The Senior Superintendent of Police

-----, Punjab

Subject: - Application for Police Clearance Certificate.

Sir,

It is respectfully submitted that:-

1. I _____ S/o, D/o, W/o _____ am permanent resident of house No. _____ village/locality _____ PS _____ District _____ Presently I am residing at village/locality _____ PS _____ District _____ since date _____.
2. I do not take part in any anti National/anti social activities
3. Whether any criminal case registered against application YES NO
if yes, details of criminal cases registered in India and abroad. _____
- 3A. Any other legal/criminal proceeding initiated against me _____
4. I command a good reputation and respect in general public.
5. I have never changed my name.
- 5A. Details of name if changed _____
6. My date of birth is _____ (in words) _____
7. My Passport No. is _____ place of issue _____
Date of issue _____ valid up to _____.
8. I am in need of police clearance certificate as the same is required to be produced before (name of embassy/any other authority) _____
for the purpose of _____
9. It is therefore requested that I may please be issued Police Clearance Certificate.

Documents Attached (Tick whichever is attached)

1. Attested Photocopy of School Certificate/ Date of Birth Certificate.
2. Passport size Photographs.
3. Attested Photocopy of Passport.
4. Attested Photocopy of Ration Card/ Driving license/Voter I-card /Pan Card or any other residence proof.

For Official Use only

Signature of applicant

1	Acknowledgment Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Name of Designated Officer	
5.	Designation		6.	Location	
7.	Sign. of D.O./Receiving Officer				

"SAANJH"



(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 10
5.	Service asked for	STATUS OF SERVICE VERIFICATIONS			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book Copy of Receipt issued by D.C. /SDM Office			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 200
Stipulated Time = 15 Working Days

Details of 'Saanjh' Kendra CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

PROTECTION PARTNERSHIP PEACE

Service asked for

STATUS OF VERIFICATION FOR RENEWAL OF ARMS LICENCE

1.	Date of Application	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
2.	Name of the Applicant								
3.	Father's/Husband's Name								
4.	Address	H.No.		St. No.		Vill./Mohalla			
		Teh.				Police Station			
		Distt.				State			
4a.	Contact Details	Mobile				Email ID if any			
5.	Application Details	Apply at				Date			
6.	Send to Police for Verification	by Off. of				Date		Vide No.	
7.	UID No.								
8.	Arms Licence No.				Issuing Authority				
9.	Documents to be attached	Copy of Photo Identity Proof Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book Copy of Receipt issued by D.C. /SDM Office							
10.	Signature of Applicant								

For Official Use only

1	Acknowledgment Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Name of Designated Officer	
5.	Designation		6.	Location	
7.	Sign. of D.O./Receiving Officer				

"SAANJH"



PROTECTION PARTNERSHIP PEACE

(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 200
5.	Service asked for	STATUS OF VERIFICATION FOR RENEWAL OF ARMS LICENCE			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 500
Stipulated Time = 15 Working Days

Details of 'Saanjh' Kendra CPRC
 CPSC
 PSOC

_____ (Name of Centre)

_____ (District)

PROTECTION PARTNERSHIP PEACE

Service asked for STATUS OF VERIFICATION NOC FOR ISSUANCE / RENEWAL OF LICENCE OF ARM DEALER

1.	Date of Application	D	D	M	M	Y	Y	Y	Y
2.	Name of the Applicant								
3.	Father's/Husband's Name								
4.	Address	H.No.		St. No.		Vill./Mohalla			
		Teh.			Police Station				
		Distt.			State				
4a.	Contact Details	Mobile			Email ID if any				
5.	Application Details	Apply at			Date				
6.	Send to Police for Verification	by Off. of			Date		Vide No.		
7.	UID No.								
8.	Arms Licence No.				Issuing Authority				
9.	Documents to be attached	Copy of Photo Identity Proof Photo ID Proof (Tick whichever attached)							
		<input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book Copy of Receipt issued by D.C. /SDM Office							
10.	Signature of Applicant								

For Official Use only

1	Acknowledgment Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Name of Designated Officer	
5.	Designation		6.	Location	
7.	Sign. of D.O./Receiving Officer				

"SAANJH"



PROTECTION PARTNERSHIP PEACE

(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 500
5.	Service asked for	STATUS OF VERIFICATION FOR RENEWAL OF ARMS LICENCE			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 500
Stipulated Time = 15 Working Days

Details of 'Saanjh' Kendra

Category
 CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for

STATUS OF VERIFICATION NOC FOR ISSUANCE OF NOC FOR SETTING UP PETROL PUMP, CINEMA HALL ETC.

1.	Date of Application	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2.	Name of the Applicant	
3.	Father's/Husband's Name	
4.	Address	H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
4a.	Contact Details	Mobile <input type="text"/> Email ID if any <input type="text"/>
5.	Application Details	Apply at <input type="text"/> Date <input type="text"/>
6.	Send to Police for Verification	by Off. of <input type="text"/> Date <input type="text"/> Vide No. <input type="text"/>
7.	UID No.	
8.	Arms Licence No.	Issuing Authority <input type="text"/>
9.	Documents to be attached	Copy of Photo Identity Proof Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book Copy of Receipt issued by D.C. /SDM Office
10.	Signature of Applicant	

For Official Use only

1	Acknowledgment Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Name of Designated Officer	
5.	Designation		6.	Location	
7.	Sign. of D.O./Receiving Officer				

"SAANJH"



PROTECTION PARTNERSHIP PEACE

(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 500
5.	Service asked for	STATUS OF VERIFICATION FOR RENEWAL OF ARMS LICENCE			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 100
Stipulated Time = 21 Working Days

Details of 'Saanjh' Kendra

Category
 CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for

STATUS OF PASSPORT VERIFICATION

1.	Date of Application	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
2.	Name of the Applicant	
3.	Father's/Husband's Name	
4.	Address	H.No. <input type="text"/> St. No. <input type="text"/> Vill./Mohalla <input type="text"/>
		Teh. <input type="text"/> Police Station <input type="text"/>
		Distt. <input type="text"/> State <input type="text"/>
4a.	Contact Details	Mobile <input type="text"/> Email ID if any <input type="text"/>
5.	Application Details	Apply at <input type="text"/> Date <input type="text"/>
6.	Send to Police for Verification	by Off. of <input type="text"/> Date <input type="text"/> Vide No. <input type="text"/>
7.	UID No.	
8.	Arms Licence No.	Issuing Authority <input type="text"/>
9.	Documents to be attached	Copy of Photo Identity Proof Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book Copy of Receipt issued by Suvidha Centre/Passport Office
10.	Signature of Applicant	

For Official Use only

1	Acknowledgment Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Name of Designated Officer	
5.	Designation		6.	Location	
7.	Sign. of D.O./Receiving Officer				

"SAANJH"



PROTECTION PARTNERSHIP PEACE

(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 100
5.	Service asked for	STATUS OF VERIFICATION FOR RENEWAL OF ARMS LICENCE			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book Copy of Receipt issued by Suvudha Centre/Passport Office			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit



PUNJAB RIGHT TO SERVICE ACT 2011

Facilitation Charges = ₹ 200
Stipulated Time = 30 Working Days

Details of 'Saanjh' Kendra CPRC
 CPSC
 PSOC

(Name of Centre)

(District)

Service asked for

STATUS OF VERIFICATION FOR FRESH ARM LICENCE

1.	Date of Application	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
2.	Name of the Applicant								
3.	Father's/Husband's Name								
4.	Address	H.No.		St. No.		Vill./Mohalla			
		Teh.				Police Station			
		Distt.				State			
4a.	Contact Details	Mobile				Email ID if any			
5.	Application Details	Apply at				Date			
6.	Send to Police for Verification	by Off. of				Date		Vide No.	
7.	UID No.								
8.	Arms Licence No.				Issuing Authority				
9.	Documents to be attached	Copy of Photo Identity Proof Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book Copy of Receipt issued by D.C. /SDM Office							
10.	Signature of Applicant								

For Official Use only

1	Acknowledgment Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Name of Designated Officer	
5.	Designation		6.	Location	
7.	Sign. of D.O./Receiving Officer				

"SAANJH"



PROTECTION PARTNERSHIP PEACE

(ACKNOWLEDGEMENT SLIP)



1.	UID No.		2.	Date	
3.	Last Date by Which service to be provided		4.	Fees/Facilitation Charges, if any	₹ 200
5.	Service asked for	STATUS OF VERIFICATION FOR RENEWAL OF ARMS LICENCE			
6.	Documents to be attached	Photo ID Proof (Tick whichever attached) <input type="checkbox"/> Driving Licence <input type="checkbox"/> Pan Card <input type="checkbox"/> Voter Card <input type="checkbox"/> Passport <input type="checkbox"/> Aadhar Card <input type="checkbox"/> Ration Card <input type="checkbox"/> Bank Pass Book Copy of Receipt issued by Suvidha Centre/Passport Office			
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Officer	

It is your right to seek service within stipulated time limit

