

OFFICE OF THE SUB DIVISIONAL MAGISTRATE (SOUTH) UT CHANDIGARH.

ANNEXURE-4

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)

(ii) OF THE RIGHT TO INFORMATION ACT, 2005.

(The norms set for the discharge of its function)

Name of the Department: SDM(S), UT Chandigarh.

Sr. No.	Item of Work	Norms set by the department.
1.	Issue of SC/OBC Certificates	Within one month from the date of receipt of application.
2.	Issue of Late Birth/Death Entry orders.	Within one month from the date of receipt of application.
3.	Issue of Residence/Income Certificates.	Within 21 days from the date of receipt of application.
4.	Issue of Sound Permissions.	Within 7days from the date of receipt of application.
5.	Issue of General Permissions.	On the same day from the date of receipt of NOC from SSP.