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Authoritative English text of this Department Notification No.PCH- HA (1) 11/2011-,
dated 19th January, 2012 as required under Article 348 (3) of the Constitution of India]

Government of Himachal Pradesh
Panchayati Raj Department

Notification
Shimla-9, dated the January, 2012

In exercise of the powers conferred by section 3 of the Himachal Pradesh Public Services Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify the Services, Designated Officers, First Appellate Authority, Second Appellate Authority and the Stipulated Time Limits for the purposes of the above Act in the following manner for the Department of Panchayati Raj, Himachal Pradesh :-

1. Registration of Births and Deaths and issuance of certificates thereof:

- **Designated Officer** : Panchayat Secretary/ Panchayat Sahayak of Gram Panchayat.
- **First appellate authority** : Panchayat Inspector of the concerned Development Block.
- **Second appellate authority** : State Information Commission.
- **Stipulated time limits** : Within 24 hours. If the Panchayat Secretary/Sahayak is away from the office due to leave, official tour, training and other assignments in that event on every Tuesday.

➤ **Pre-requisite for registration of births and deaths:**

Information to be given to the Registrar i.e. Panchayat Secretary/ Panchayat Sahayak:-

- in respect of births and deaths in a house by the Head of the house.
- in respect of births and deaths in hospital, health centre, maternity or nursing home or other like institutions by the MO in charge
- in respect of any new born child or dead body found deserted in a public place, by the headman or other corresponding officer of the village in case of a village and by the officer in charge of the local police station elsewhere
- Report to be made on Forms 1,2 and 3 appended to the Himachal Pradesh Registration of Birth & Death Rules, 2003 (Copy enclosed at Annexure-A to C)
- Every person who has orally given to the Registrar any information shall sign or put his thumb mark in the register against his name.

- **Process for issuing birth and death certificate:** The certificate shall be issued on demand by application from the concerned individual after verification from the record.

Handwritten signature/initials

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➤ **Fee:**

For registration

- Rs.5 fee within 30 days
- Rs.10 after 30 days and within 90 days
- Rs.50 after 90 days and within 1 year
- Rs.50 after 1 year

For certificate and other particulars

- Rs.10 for inspection of register and obtaining the certified copy of the entry
- Rs.10 for marriage certificate

3. Issuance of Copy of Panchayat record including Pariwar Register:

- **Designated Officer** : Panchayat Secretary/ Panchayat Sahayak of Gram Panchayat.
- **First appellate authority** : Panchayat Inspector of the concerned Development Block.
- **Second appellate authority** : State Information Commission.
- **Stipulated time limits** : Within five days subject to the availability of record in the office of the Gram Panchayat.

➤ **Pre-requisite for issuance of Copy of Panchayat record including Pariwar Register:**

Copies of following can be given:-

- All leases, agreement, resolution
- Final order passed by the Panchayat or its officer or any matter
- Entries of Pariwar register

The copy of record shall be made available to the applicant subject to the condition that the record is not in the custody of any investigating agency or Court.

➤ **Process for obtaining Copy of Panchayat record including Pariwar Register:**

The copy of record shall be provided on demand by application from the concerned individual after verification from the record.

➤ **Form for obtaining Copy of Panchayat record including Pariwar Register:**

True copy of the record.

➤ **Fee:**

- Rs.2 accompanied with application
- Copying fee at the rate of Rs.3 for every page or part thereof

4. Issuance of BPL Certificate:

- **Designated Officer** : Panchayat Secretary/ Panchayat Sahayak of Gram Panchayat with counter signature of Pradhan.

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➤ **Process for obtaining transit permit for Minor Forest Produce:**

On demand by the concerned individual.

➤ **Form for issue transit permit for Minor Forest Produce:**

Appendix-II appended to the Himachal Pradesh Forest Produce Transit (Land Routs) Rules, 1978 form of export permit prescribed under rules (copy enclosed at Annexure-I).

➤ **Fee:**

As per Annexure-F annexed to the Forest Department Notification No.FFE-B-G(9)-9/94-II, dated 28th February, 2003 for 37 species (copy enclosed at Annexure- J).

6. Issue of Ration card:

- **Designated Officer** : Panchayat Secretary/ Panchayat Sahayak of Gram Panchayat with counter signature of Pradhan.
- **First appellate authority** : Panchayat Inspector of the concerned Development Block.
- **Second appellate authority** : State Information Commission.
- **Stipulated time limits** : Within 24 hours. If the Panchayat Secretary/Sahayak is away from the office due to leave, official tour, training and other assignments in that event on every Tuesday.

➤ **Pre-requisite for issuing of Ration Card:**

- The consumer card in respect of a family shall be issued in the name of head of the family only
- "Family" means a joint family of all persons descended from common ancestor who live, worship and mess together permanently as shown in the Pariwar Register of the Panchayat but persons residing elsewhere due to their profession/ business shall not be included in the family for the purpose of issue of consumer card
- When a card holder leaves the distribution area he/she shall deposit the card in the office of the Gram Panchayat and obtain necessary surrender certificate to facilitate issuance of card at the new place
- It is necessary to intimate about the increase or decrease in the number of family members.
- The persons coming from other State/ City/ Town/ Village, should attach cancellation/ migration certificate issued by the previous card issuing authority
- In the case of Government servants the application is required to be certified by the Head of office

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3. Principal Secretary (SJ & E) to the Government of Himachal Pradesh, Shimla-2
4. Secretary (Health & Family Welfare) to the Government of Himachal Pradesh, Shimla-17100
5. Secretary (AR) to the Government of Himachal Pradesh, Shimla-171002.
6. All Deputy Commissioners in Himachal Pradesh.
7. All District Panchayat Officers in Himachal Pradesh.
8. Principal, Panchayati Raj Training Institute, Baijnath & Mashobra.
9. All Block Development Officer in Himachal Pradesh.
10. Controller Printing and Stationary Department, H.P. Shimla-171005 with the request that the above notification may kindly be published in Rajpatra and to provide 3300 copies of the same to this Department.

Sd/-
**Spl. Secretary (Panchayati Raj) to the
Government of Himachal Pradesh.**

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