

H2FW-3  
2/12/2011  
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36  
7-1

No. Health-A-H(1)-1/2011

Dated, Shimla-2, the 30<sup>th</sup> Nov., 2011

**NOTIFICATION**

In exercise of the powers conferred under section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify various services, authorities & time limits under this act as under:-

Sr. No.	Name of Service/ Public Service	Designated Officer	Format of the application	List of documents required to obtain service	Person who can request for service	Time limit for service	First Appellate Authority	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.
<b>1) Issuance of Medical Certificates</b>								
	a) Post Illness - (Fitness)	PHC-Medical Officer In-charge, CHC & CH -Senior Medical Officer Incharge, District Hospital- SMO Incharge, Zonal Hospital- SMO Incharge	No application required	OPD Slip and Discharge Slip	Patient	Same Day during working hours	PHC/CHC/CH--- BMO, District Hospital- CMO, Zonal Hospital- Medical Superintendent	No fee prescribed
	b) Medical Certificate of Fitness for Driving License	CHC & CH - Senior Medical Officer Incharge, District Hospital- SMO Incharge, Zonal Hospital- SMO Incharge	Prescribed Application Form	Two recent passport size Photographs along with medical report	Applicant	Within 2 Working days after the submission of the application form and documents	CHC/CH--- BMO, District Hospital- CMO, Zonal Hospital- Medical Superintendent	Fee as prescribed by RKS concerned
	c) Service Entry Fitness	District Hospital- SMO Incharge, Zonal Hospital- SMO Incharge	Request from Appointing Authority	Medical Examination Report	Appointed person	With in three working days	District Hospital- CMO, Zonal Hospital- Medical Superintendent	Fee as prescribed by the RKS concerned

Put it on website

Dr. Ravi Sharma  
2/12/2011

2.	3.	4.	5.	6.	7.	8.	9.
2)Disability Certificate:- i) Without Expert opinion/investigations	District Hospital-SMO Incharge, Zonal Hospital-SMO Incharge	Application on plain paper	Three recent passport size photographs, any Residential Proof (Electricity bill/ Telephone bill/Passport/ Aadhar Card/ Ration Card/ Voter ID Card)	Affected Person/ Guardian	30 Days	District Hospital-CMO, Zonal Hospital-Medical Superintendent	No fee prescribed
ii) With Expert Opinion/Investigation	District Hospital-SMO Incharge, Zonal Hospital-SMO Incharge	Application on plain paper	Three recent passport size photographs, any Residential Proof (Electricity bill/ Telephone bill/Passport/ Aadhar Card/ Ration Card/ Voter ID Card)	Affected Person/ Guardian	Same day during working hours (After the receipt of opinion / Report )	District Hospital-CMO, Zonal Hospital-Medical Superintendent	No fee prescribed

Contd. Page/3--

2.	3.	4.	5.	6.	7.	8.	9.
<b>Post-mortem Report</b>							
i) without visceral/chemical examination	CH-Senior Medical Officer Incharge, District Hospital-SMO Incharge, Zonal Hospital-SMO Incharge	Not applicable	Not applicable	Requisition from Police/Magistrate	Within 72 Hrs of conducting Post Mortem	CHC/CH---BMO, District Hospital-CMO, Zonal Hospital-Medical Superintendent	No fee prescribed
ii) with visceral/chemical examination	CH-Senior Medical Officer Incharge, District Hospital-SMO Incharge, Zonal Hospital-SMO Incharge	Not applicable	Not applicable	Requisition from police/Magistrate	Within 2 days during working Hrs after the receipt of report	CHC/CH--BMO, District Hospital-CMO, Zonal Hospital-Medical Superintendent	No fee prescribed

**Foot Note: 1.All certificates shall be issued only during routine working hours.  
2. Please obtain the acknowledgement of your application**

The request for service on the application/form prescribed alongwith specified documents can be made to the designated officer or to a person subordinate to him authorised to receive such applications. All designated officers are required to issue order for authorised person and display in the Notice Board as per section 5 of the Act.

An appeal under Section-6 can be filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limit.

An appeal against the order of the first appellate authority can be filed before the State Information Commission, Himachal Pradesh, who is the second appellate authority.

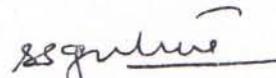
By order

Secretary(Health)to the  
Govt. of Himachal Pradesh  
Dated Shimla-2, the 30<sup>th</sup> Nov., 2011

Endst. No. As above

Copy forwarded to the following for information and necessary action to:- 01

1. All the Administrative Secretaries to the Govt. of HP.
2. The Secretary(AR)to the Govt. of HP.
- 3/ The Director of Health Services, HP, Shimla-9.
4. The Director, NIC, HP, Shimla-2.

  
Special Secretary(Health)to the  
Govt. of Himachal Pradesh.

(15)

20-Health-A

55

5.9.13

(8)

Government of Himachal Pradesh  
Department of Health & Family Welfare

No. Health- A- H (1) -1/2011

Dated Shimla-02 3<sup>rd</sup> Sept., 2013

NOTIFICATION

In exercise of the powers conferred under section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011 and in continuation of this Department Notification of even number dated 1.12.2011 the Governor, Himachal Pradesh is pleased to notify following more services under this act :-

Sr No	Name of Service/ Public Services	Designated Officer	Format of the application	List of documents required to obtain service	Person who can request for service	Time lime for service	First Appellate Authority	Remarks
<b>OPD Slip</b>								
1	OPD Slips/ Tickets	SMO/MO Incharge of the respective Institutions	NA	No	Patient / attendant	Within 30 Minutes	PHC & CHC - BMO CH&RH -CMO ZH-Sr. MS	Free of cost
<b>Emergency call attending</b>								
2	Emergency call attending in peripheral Institutions on call	SMO or MO authorized by Head of Instt.	OPD Slips	OPD Slips	Patient/ attendant	1 hour	PHC & CHC - BMO CH&RH -CMO ZH-Sr. MS	Fee as prescribed by RKS concerned
	Emergency call attending in Institutions on call	SMO or MO authorized by Head of Instt.	OPD Slips	OPD Slips	Patient/ attendant	15 min.	PHC & CHC - BMO CH&RH -CMO ZH-Sr. MS	Fee as prescribed by RKS concerned
<b>Discharge of patient</b>								
3.	Discharge of patient  D.H.S. Add. D.H.S.  M.D. NRHM D.H.S. & R Pvt. Secy.	SMO or MO authorized by Head of Instt.	NA	NA	Patient / attendant on completion of the treatment	Within 4 hours and 30 minutes on request of patient's attendant	PHC & CHC - BMO CH&RH -CMO ZH-Sr. MS	Fee as prescribed by RKS concerned

*(Signature)*

- A.O.
- Supdt. Med-I
- Supdt. Med-II
- Supdt. Med-III
- Supdt. Med-IV
- Supdt. Med-V
- Supdt. Med-VI
- Supdt. Med-VII

2992  
 7-9-13  
 (56)  
 3397  
 12-9-13

**ab. Testing Reporting**

Lab. Testing reporting routine	SMO or MO authorized by Head of Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Patient attendant	Same day by 3 PM	PHC & CHC - BMO CH&RH -CMO ZH-Sr. MS	Fee as prescribed by RKS concerned
Lab. Testing reporting emergency	SMO or MO authorized by Head of Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Patient attendant	Same day within 2 hours (if test is feasible in two hours)	PHC & CHC - BMO CH&RH -CMO ZH-Sr. MS	Fee as prescribed by RKS concerned

Foot Note : 1 All certificates shall be issued only during regular hours.

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7-9-13

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Lab. Testing Reporting							
Lab. Testing reporting routine	SMO or MO authorized by Head of Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Patient attendant	Same day by 3 PM	PHC & CHC - BMO CH&RH - CMO ZH-Sr. MS	Fee as prescribed by RKS concerned
Lab. Testing reporting emergency	SMO or MO authorized by Head of Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Patient attendant	Same day within 2 hours (if test is feasible in two hours)	PHC & CHC - BMO CH&RH - CMO ZH-Sr. MS	Fee as prescribed by RKS concerned
Foot Note : 1. All certificates shall be issued only during routine working hours. 2. Please obtain the acknowledgement of your application.							

The request for service on the application / form prescribed alongwith specified documents can be made to the designated officers or to a person subordinate to him authorized to receive such applications. All designated officers are required to issue order for authorized person and display in the Notice Board as per section 5 of the Act.

An appeal under Section 6 can be filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limit.

An appeal against the order of the first appellate authority can be filed before the State Information Commission, Himachal Pradesh, who is the second appellate authority.

By order

ad :- 6/9/2013

i.s.  
d. D.H.S.

Endst. No. As Above Dated

Principal Secretary (Health) to the Government of Himachal Pradesh Shimla-02 3<sup>rd</sup> Sept., 2013

Copy forwarded to the following and information and necessary action to:-

D. NRHM  
H.S. & R  
Secy.

- 1) All the Administrative Secretaries to the Govt. of H.P.
- 2) The Add. Chief Secretary (AR) to the Government of H.P.
- 3) The Director of Himachal Pradesh, H.P. Shimla-02
- 4) The Director, NIC, H.P. Shimla-02

Med-I  
Med-II  
Supdt. Med-III  
Supdt. Med-IV  
Supdt. Med-V  
Supdt. Med-VI  
I.E.C.  
M.I.S.-

Additional Secretary (Health) to the Government of Himachal Pradesh.  
03.9.13

*Handwritten signature*

e. R. Shukla