(Authoritive English "text of this Department Notification No, Home(A)A(3- 2/2010 Dated\_\_\_\_\_\_\_\_\_\_\_\_ as required under clause (3) of articles 348 of the 13- Constitution of India).

**Government of Himachal Pradesh**

**Department of Home**

No. Home (A)A(3) -2/2010 Dated: 29th Feb., 2012

**NOTIFICATION**

 In exercise of the powers conferred by Section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011 and Rule-4 of the Himachal Pradesh , Public Service Guarantee Rules , 2011; the Governor, Himachal Pradesh is pleased to notify various services, authorities & time limits under the Act in the Police Department as under:-

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of Service Public Service** | **Person who can request for service** | **Designated Officer** | **Format of****the application** | **List of documents required to obtain service** | **Time Limit for service** | **First Appellate Authority** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| 1 | Supply of copy of FIR  | Complainant | MHC | Nil | Nil | Immediately after Registration of FIR  | SO | Free of cost |
| 2 | Passport verification (Regular) as  | Any citizen (Applicant)  | SHO | Standard from prescribed under the Passport Act forwarded by the RPO | Documents submitted to the RPO  | 15 days after receipt in Police Station | SO | Free of cost |
| 3 | Passport verification (Tatkaal) | Any citizen  | SP | Standard from prescribed under the Passport Act forwarded by the RPO | 1.Form ‘C’ under passport Act .Age proof.3.Residence Proof 4.Two passport size Photographs.  | 7 days after receipt of application in S.P. Office. | IGP Range | Free of cost |
| 4 | Verification character antecedents when requested for by the employer/ Organization | Employer | SHO | On the format supplied by the employer  | As provided in Police Web Portal hppolice.nic.in | 15 days | So  | Free of cost |
| 5 | NOC petrol pump, gas agency, Hotel & Bar etc. | Any applicant | SHO | On plain paper | Application with proof of residence and identification | 15 days | So | Free of cost |
| 6 | Arms License  | Any Citizen | SP/Addl. SP | Standard Form prescribed under the arms Act/Rules | As prescribed under the Arms Act/Rules | 15 days after the personal appearance | IGP Range | Free of cost |
| 7 | Transfer of Arms License | Any Citizen | SP/Addl. SP | Under the Arms Act/Rules | As prescribed under the Arms Act/Rules | Immediately after receipt of the written complaints | SP | Free of cost |
| 8 | Missing report | Any person | SHO/Incharge Police Post | Nil | Nil | Action within 24 hours | SO | Free of cost |
| 9 | Police asistance through SMS No. 9459100100 | Any person | SHO | Nil | Nil | Action within 24 hours | SO | Free of cost |
| 10 | Action on online complaints | Any person | SHO | As provided in Police Web portal hppolice.nic.in | Nil | 24 hours subject to internet connectivity. | SO | Free of cost |
| 11 | On line compounding of Traffic Offences | Any person | SHO/Incharge Traffic | As provided in Police Web portal hppolice.nic.in | Nil | Immediately | SO | Free of cost |

IGP-Inspector General of Police.

SP-Superintendent of Police of the District.

RPO-Regional Passport Officer.

SO-Supervisory Officer.(Additional SP/Deputy SP).

SHO-Station House Officer.

MHC-Moharir Head Constable/Munshi.

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 authorized to receive such applications. Acknowledgment as provided in the Rule will be given. 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 limits .

An appeal against the order of the First Appellate Authority can be filed before the State Information Commission, Himachal Pradesh, which is the second Appellate Authority.

By Order

Principal Secretary (Home) to the

Government of Himachal Pradesh.

Endst. No. No. Home (A)A(3-2/2010 Dated: 29th Feb, 2012

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

1. All the Administrative Secretaries to the Govt. of HP.

2. The Secretary (AR) to the Govt. of HP.

3. The Director General of Police, Himachal Pradesh, Shimla-2.

4. The Inspector General of Police, Northern, Dharmasala Central · Range Mandi & Southern Range, Shimla, Himachal Pradesh

5. The Director, NIC. HP Shimla-2. .

6. All District Superintendents of Police, Himachal Pradesh.

7. The Controller, Printing Press & Stationary, Himachal Pradesh,Shimla-5.

 Deputy Secretary (Home) to the

Government of Himachal Pradesh.