

**CITIZEN CHARTER  
CHANDIGARH ADMINISTRATION  
SECRETARIAT**

Sr. No.	Services	Service/Performance Standards (working days)	Process	Responsible Officer
1.	Grant of Earned Leave	15 days	On Receipt of application complete in all respects	Special Secretary Home
2.	Grant of No Objection Certificate for acquiring higher education	15 days	On Receipt of application complete in all respects	Special Secretary Home
3.	Grant of LTC to any destination in India/Home town	15 days	On Receipt of application complete in all respects	Special Secretary Home
4.	Forwarding application for Higher post-grant of No Objection Certificate	15 days	On Receipt of application complete in all respects	Special Secretary Home
5.	Withdrawal from the General Provident Fund	20 days	On Receipt of application complete in all respects	Special Secretary Home
6.	No Objection Certificate for renewal/obtaining passport	45 days	On Receipt of application complete in all respects	Special Secretary Home
7.	Grant of Ex-India Leave	45 days	On Receipt of application complete in all respects and vigilance clearance	Home Secretary/Advisor to the Administrator
8.	Appointment on compassionate grounds to the dependent members of diseased Government employee	90 days	On receipt of application complete in all respects and also the post is available under 5% quota as per scheme for compassionate appointment	Special Secretary Home
9.	Grant of extension in term of Deputation	90 days	-----	Administrative Secretary
10.	Sanction of Medical Reimbursement	20 days	On Receipt of application complete in all respects	Special Secretary Home
11.	Grant of House Building/Car/Computer/Scooter Advance	45 days	On Receipt of application complete in all respects subject to the condition if the funds are available during the relevant current financial year	Special Secretary Home