

**FORM-II**  
(See rule 4)  
**NOTICE BOARD**

Name of the Office.....  
Name of the Designated Officer.....  
Designation.....

Sr. No.	Name of the service /Public Service.	Documents to be attached with the application. (list enclosed)	Stipulated time limit for providing service(s).	Name and address of the first appellate authority.	Stipulated time limit for disposal of first appeal.	Name and address of the second appellate authority.
1	2	3	4	5	6	7
1.						
2.						
3.						

- (1) Name and designation of the person authorized to receive application(s) in the office of the designated officer. ....  
(2) Time limit for filing the first appeal. ....  
(3) Time limit for filing the second appeal. ....

Note: Please obtain the acknowledgement of your application.

(Authoritative English text of this Department Notification No. Home(A)/A(3)-2/2010 Dated 29-2-2012 as required under clause(3) of articles 348 of the Constitution of India)

Government of Himachal Pradesh  
Department of Home

No.Home (A)/A(3)-2/2010

Dated:

29 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 application to obtain service	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	Complain- Ant.	MHC	Nil	Nil	Immediately after registration of FIR	SO	Free of cost
2.	Passport verification (Regular)	Any citizen (Applicant)	SHO	Standard form prescribed under the Passport Act forwarded by the RPO	Documents as submitted to the RPO	15 days after receipt of application in Police Station	SO.	Free of cost
3.	Passport verification (Tatkaal)	Any citizen	SP	Standard form prescribed under the Passport Act forwarded by the RPO	1. Form 'C' under passport Act. 2. 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 of character and antecedents when requested for by Employer/ Organization.	Employer	SHO	On the format supplied by the employer	As provided in Police Web portal <a href="http://hpolice.nic.in">hpolice.nic.in</a>	15 days	SO	Free of cost



(10)

Sr. No.	Name of Service/ public service	Person who can request for service	Designated officer	Format of application to obtain service	List of documents required to obtain service	Time limit for service	First Appellate Authority	Remarks
1	2.	3	4.	5.	6	7	8	9.
5.	NOC for 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	15 days after the personal appearance	IGP Range	Free of cost
8	Missing report	Any person	SHO/ Incharge Police Post	Nil	Written application	Immediately after receipt of the written complaints	SP	Free of cost.
9	Police assistance through SMS No. 8458100100	Any Person	SHO	Nil	Nil	Action within 24 hours	SO	Free of cost.
10.	Action on on-line 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/In-charge 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 along with 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.

(3) 258 (70)

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. (41)

By Order

Principal Secretary (Home) to the  
Government of Himachal Pradesh.

Endst. No. No.Home(A)A(3-2/2010

Dated:

27 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-171005.

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Deputy Secretary (Home) to the  
Government of Himachal Pradesh.

(1/3)