

The Punjab Transparency and Accountability in Delivery of Public Service Act, 2018

Sr. No.	Service No.	Department	Name of service	Time (In Days)	Designated officer	First appellate authority	Second appellate authority	Fees (Rs.)
1.	113.a	Home	Renewal of arms License	22	Addl. Deputy commissioner of police(HQ)	Deputy commissioner of police	Commissioner of police	1000
2.	113.b	Home	Renewal in Case of License has Shifted his residence from License issuing district to another district.	30	Addl. Deputy commissioner of police(HQ)	Deputy commissioner of police	Commissioner of police	1000
3.	113.c	Home	Renewal of Arm License in the Case where an Adverse report is received from the Police an opportunity of being heard has to be given to the licensee before taking any action as provided under the Arms Act	60	Addl. Deputy commissioner of police(HQ)	Deputy commissioner of police	Commissioner of police	1000
4.	113.d	Home	Renewal of Arms License(In the case where the applicant applies for renewal after the due date)	40	Addl. Deputy commissioner of police(HQ)	Deputy commissioner of police	Commissioner of police	1000
5.	114.a	Home	Addition/Deletion of weapon(if the license issuing district is the same where service has been sought)	7	Addl. Deputy commissioner of police(HQ)	Deputy commissioner of police	Commissioner of police	2000
6.	114.b	Home	Entry of weapon on Arms license	7	Addl. Deputy commissioner of police(HQ)	Deputy commissioner of police	Commissioner of police	1000
7.	115	Home	Extension of the purchase period of weapon(within permissible time period and if the license issuing district is the same where service has been Sought)	7	Addl. Deputy commissioner of police(HQ)	Deputy commissioner of police	Commissioner of police	1000
8.	116	Home	Registration of Foreigners(Arrival and Departure)	Immediate	Addl. Deputy commissioner of police(HQ)	Deputy commissioner of police	Commissioner of police	100
9.	117	Home	Extension of Residential Permit of Foreigner	5	Addl. Deputy commissioner of police(HQ)	Deputy commissioner of police	Commissioner of police	500

10.	118	Home	Copy of FIR or DDR	Immediate	Station house officer of the concerned police station Or In-charge of community policing saanjh centre at the sub-division	DSP in-charge of sub division	Commissioner of police	5 Per Page
11.	119	Home	NOC for use of loud speakers(applicable only in case of S.D.M. obtains N.O.C from the concerned S.H.O before granting permission)	5	Station house officer of the concerned police station Or In-charge of community policing saanjh centre at the sub-division	DSP in-charge of sub division	Commissioner of police	200
12.	120	Home	NOC for Fairs/Melas/Exhibitions/sports events etc	5	Station house officer of the concerned police station Or In-charge of community policing saanjh centre at the sub-division	DSP in-charge of sub division	Commissioner of police	1000
13.	121	Home	Stranger verification(After receiving the verification from other Distt./State of which the Stranger is a resident)	5	Station house officer of the concerned police station Or In-charge of community policing saanjh centre at the sub-division	DSP in-charge of sub division	Commissioner of police	50
14.	122	Home	Tenant/Servant Verification (if resident of local area)	5	Station house officer of the concerned police station Or In-charge of community policing saanjh centre at the sub-division	DSP in-charge of sub division	Commissioner of police	50
15.	123	Home	Tenant/Servant Verification(if resident of other Distt./State and after receiving the verification from other Distt./State)	5	Station house officer of the concerned police station Or In-charge of community policing saanjh centre at the sub-division	DSP in-charge of sub division	Commissioner of police	50
16.	124	Home	Other verification related services	30	Station house officer of the concerned police station Or In-charge of community policing saanjh centre at the sub-division	DSP in-charge of sub division	Commissioner of police	50
17.	125	Home	Copy of untraced report in road accident cases	45	Station house officer of the concerned police station Or In-charge of community policing saanjh centre at the sub-division	DSP in-charge of sub division	Commissioner of police	5 Per Page
18.	126	Home	Copy of untraced report in cases pertaining to	45	Station house officer of the concerned	DSP in-charge of sub division	Commissioner of police	5 Per Page

			stolen vehicles		police station Or In-charge of community policing saanjh centre at the sub-division			
19.	127	Home	Copy of untraced report in theft cases	60	Station house officer of the concerned police station Or In-charge of community policing saanjh centre at the sub-division	DSP in-charge of sub division	Commissioner of police	5 Per Page
20.	128	Home	NOC for pre-owned vehicles	5	Station house officer of the concerned police station Or In-charge of community policing saanjh centre at the sub-division	DSP in-charge of sub division	Commissioner of police	100
21.	129	Home	Police record cheaking(for newly appointed persons in govt. And semi govt deparments)	10	Assistant commissioner of police sub-division	Deputy commissioner of police	Commissioner of police	50
22.	130	Home	Police clearance certificate (for private employment etc.)	10	Assistant commissioner of police sub-division	Deputy commissioner of police	Commissioner of police	50
23.	131	Home	NOC for issuance/renewal of licence of Arms Dealers	15	Addl.Deputy commissioner of poice(HQ)	Deputy commissioner of police	Commissioner of police	500
24.	132	Home	Issuance of NOC for setting up of Cinema Hall.	30	Addl.Deputy commissioner of poice(HQ)	Deputy commissioner of police	Commissioner of police	500
25.	133	Home	Police Record Checking of Passport Applicants.	21	Addl.Deputy commissioner of poice(HQ)	Deputy commissioner of police	Commissioner of police	100
26.	134	Home	Verification for Fresh Arms License.	30	Addl.Deputy commissioner of poice(HQ)	Deputy commissioner of police	Commissioner of police	200
27.	135	Home	Acknowledge of Complaints.	Same Day	Station house officer	DSP in-charge of the sub division	Commissioner of police	Nil
28.	136	Home	Status Report of Complaints	21	Station house officer	DSP in-charge of sub division	Commissioner of police	Nil
29.	140	Home	MRG Inquiry in case of loss of Passport abroad	21	Addl.Deputy commissioner of poice(HQ)	Deputy commissioner of police	Commissioner of police	500
30.	141	Home	Other services related with passport (report for loss of Passport,Nativity Certificate)	21	Addl.Deputy commissioner of poice(HQ)	Deputy commissioner of police	Commissioner of police	100
31.	142	Home	Countersigning of document	7	Addl.Deputy commissioner of poice(HQ)	Deputy commissioner of police	Commissioner of police	10
32.	143.a	Home	Issuance of New Arms	30	Addl.Deputy	Deputy	Commissioner	4000

			Licence		commissioner poice(HQ)	of	commissioner of police	of police	
33.	143.b	Home	Issuance of Duplicate Arms Licence	10	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	1000
34.	143.c	Home	NOC for sale of weapon	10	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	1000
35.	143.d	Home	Application for extension of Jurisdiction(Punjab)	10	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	1000
36.	143.e	Home	Cancellation of Arms license on the request of the Licensee	30	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	1000
37.	143.f	Home	Change of Address in Arms License	30	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	1000
38.	143.g	Home	Appointment of Retainer of weapon	15	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	1000
39.	143.h	Home	Addition/deletion of retainer in Arms license	30	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	1000
40.	143.i	Home	Change of Bore	10	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	1000
41.	143.j	Home	Permission for deposit of weapon in the death Case	1	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	500
42.	143.k	Home	Permission for Sale/transfer of weapon in death Case	30	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	1000
43.	143.l	Home	Permission of addition of cartridge	10	Addl.Deputy commissioner poice(HQ)	of	Deputy commissioner of police	Commissioner of police	500