

**Consolidated list of Revenue Department's services notified by the Government of Punjab Department of Governance Reforms under Section 3 of the Punjab Right to Service Act, 2011 vide notification issued no: 5/27/2014-2GR-2/425953/1 dated 02.03.2015 and no. 5/27/2014- 2GR-2 (PF)/668042/1 dated 15.01.2016**

Name of the Service	Given Time Limit (working days)	Designated Officer	First Appellate Authority	Second Appellate Authority
Certified Copies of all documents at Fard Centre level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc.	1 day	Duty Patwari or ASM of the Fard Centre	SDM of the Concerned Sub-Division	Deputy Commissioner
Certified Copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc.(if the copies sought are manual and number of pages sought is less than 5)	2 day	Patwari	SDM of the Concerned Sub-Division	Deputy Commissioner
Certified Copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc. (if the copies sought are manual and number of pages sought is more than 5 but less than 15)	3 days	Patwari	SDM of the Concerned Sub-Division	Deputy Commissioner
Certified Copies of all documents at Village level i.e. Record of Rights (Jamabandi),Girdawri, mutation, etc.(if the copies sought are manual and number of pages sought is more than 15)	7 days	Patwari	SDM of the Concerned Sub-Division	Deputy Commissioner

Demarcation of Land	45 days (Where Police help is required- within 15 days from the date of orders of Concerned District Magistrate for such Police help)	Circle Revenue Officer	SDM of the Concerned Sub-Division	Deputy Commissioner
Registration of all kinds of documents i.e. sale deed, lease deed, GPA, Partnership Deed etc.	1 day	Sub- Registrar or Joint Sub Registrar (in case of Sub Tehsils)	SDM of the Concerned Sub-Division	Deputy Commissioner
Certified Copies of all kinds of previously registered documents	7 days	Sub- Registrar or Joint Sub- Registrar (in case of Sub Tehsils)	SDM of the Concerned Sub-Division	Deputy Commissioner
Attestation of uncontested mutations	45 days	Circle Revenue Officer	SDM of the Concerned Sub-Division	Deputy Commissioner
Private Partition of Land (mutual consent of landowners)	30 days	Circle Revenue Officer	SDM of the Concerned Sub-Division	Deputy Commissioner
Issue of Income Certificate	15 days	Tehsildar of the Concerned Sub-Division	SDM of the Concerned Sub-Division	Deputy Commissioner
Kandi / Sub Mountainous area / Border area / Bet area / Hindu Dogra Community / Natural heir / Dependent certificate	15 days	Tehsildar of the Concerned sub division	Sub Divisional Magistrate of the Concerned sub division	Deputy Commissioner
Issuance of Non encumbrance Certificate	3 days	Sub registrar/ Joint Sub Registrar	Sub Divisional Magistrate of the Concerned Sub-	Deputy Commissioner