

FORM-II

(See rule 4 of the HP Public Services Guarantee Rules, 2011)

NOTICE BOARD

Name of the Office : Printing and Stationery Department, H.P; Shimla-5.
 Name of the Designated Officer : Sh. Vijay Kumar Choudhary.
 Designation : Deputy Controller.

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.	Publication of Court Notice(s) in the e-gazette regarding:- (i) Correction/ change of name. (ii) Correction/ change of Date of Birth and Death.	Court Notice(s) issued by the Executive Magistrate.	10(ten) working days after receiving the notice(s)/ application.	Controller (P&S), Printing and Stationery Department, H.P; Shimla-5.	01(one) month after receiving the appeal.	Secretary/Pr. Secretary/ACS (Printing & Stationery)to the Govt. of H.P; Shimla-171002.

- (1) Name and designation of the person authorized to receive application(s) in the office of the designated officer : Superintendent(Printing).
- (2) Time limit for filing the first appeal : 45 days.
- (3) Time limit for filing the second appeal : 45 days.

Note: Please obtain the acknowledgement of your application.