

**PUNJAB RIGHT TO SERVICE ACT 2011**

PERSONNEL DEPARTMENT, PUNJAB

FORM FOR SEEKING SERVICE**RIGHT TO SERVICE**Service asked for Residence Certificate who have studied for a period of five years in Punjab or have studied in Punjab for two years just preceding the qualifying examination for the admission- Category-i (Stipulated Time - 15 days)

1.	Date of Application				
2.	Name of the applicant				
3.	Father's/Husband's name				
4.	Address	Village		P.O.	
		Tehsil		Distt.	
		Phone/Mobile No.			
		E-mail ID (if any)			
5.	(Service Related Field)	Residence Certificate to be issued by Headmaster/Principal of the Govt. and recognized School/ College Concerned.			
6.	(Service Related Field)				
7.	(Service Related Field)				
8.	Documents to be attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996		
		b)	(Service Specific Document) Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
9.	Signature of the applicant				

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges	
5.	Name of Designated officer		6.	Designation	
7.	Location		8.	Signature of SDE / Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Service asked for		4.	Fees/Facilitation Charges	
5.	Date by which service to be provided				
6.	Documents attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996		
		b)	(Service Specific Document) Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
7.(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Office	

It is your right to seek service within stipulated time limit.



PUNJAB RIGHT TO SERVICE ACT 2011
PERSONNEL DEPARTMENT, PUNJAB
FORM FOR SEEKING SERVICE

Service asked for Residence Certificate Children /Ward of the employees of the Punjab Govt. posted in or outside Punjab State or working on deputation having at least three years of service - Category-(ii) (a) (Stipulated Time - 15 days)

1.	Date of Application				
2.	Name of the applicant				
3.	Father's/Husband's name				
4.	Address	Village		P.O.	
		Tehsil		Distt.	
		Phone/Mobile No.			
		E-mail ID (if any)			
5.	(Service Related Field)	Residence Certificate to be issued by respective Head of the Department- Category (ii) (a)			
6.	(Service Related Field)				
7.	(Service Related Field)				
8.	Documents to be attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996		
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
9.	Signature of the applicant				

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges	
5.	Name of Designated officer		6.	Designation	
7.	Location		8.	Signature of SDE / Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Service asked for		4.	Fees/Facilitation Charges	
5.	Date by which service to be provided				
6.	Documents attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996		
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
7.(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Office	

It is your right to seek service within stipulated time limit.

**PUNJAB RIGHT TO SERVICE ACT 2011****PERSONNEL DEPARTMENT, PUNJAB****FORM FOR SEEKING SERVICE****RIGHT TO SERVICE****Service asked for Residence Certificate Children /Ward of the employees of Govt. of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of three years - Category-(ii) (b) (Stipulated Time - 15 days)**

1.	Date of Application				
2.	Name of the applicant				
3.	Father's/Husband's name				
4.	Address	Village		P.O.	
		Tehsil		Distt.	
		Phone/Mobile No.			
		E-mail ID (if any)			
5.	(Service Related Field)	Residence Certificate to be issued by respective Head of the Department- Category (ii) (b)			
6.	(Service Related Field)				
7.	(Service Related Field)				
8.	Documents to be attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996		
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
9.	Signature of the applicant				

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges	
5.	Name of Designated officer		6.	Designation	
7.	Location		8.	Signature of SDE / Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Service asked for		4.	Fees/Facilitation Charges	
5.	Date by which service to be provided				
6.	Documents attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996		
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
7.(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Office	

It is your right to seek service within stipulated time limit.



PUNJAB RIGHT TO SERVICE ACT 2011

PERSONNEL DEPARTMENT, PUNJAB

FORM FOR SEEKING SERVICE

RIGHT TO SERVICE

Service asked for Residence Certificate Children /Ward of the employees of the State Govt. Institutions/Undertaking who are posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of three years-- Category-(ii) (C) **(Stipulated Time - 15 days)**

1.	Date of Application			
2.	Name of the applicant			
3.	Father's/Husband's name			
4.	Address	Village		P.O.
		Tehsil		Distt.
		Phone/Mobile No.		
		E-mail ID (if any)		
5.	(Service Related Field)	Residence Certificate to be issued by respective Head of the Department- Category (ii) (c)		
6.	(Service Related Field)			
7.	(Service Related Field)			
8.	Documents to be attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996	
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card	
		c)	(Service Specific Document)	
		d)	(Service Specific Document)	
		e)	(Service Specific Document)	
9.	Signature of the applicant			

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date
3.	Date by which service to be provided		4.	Fees/Facilitation Charges
5.	Name of Designated officer		6.	Designation
7.	Location		8.	Signature of SDE / Receiving Officer

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date
3.	Service asked for		4.	Fees/Facilitation Charges
5.	Date by which service to be provided			
6.	Documents attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996	
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card	
		c)	(Service Specific Document)	
		d)	(Service Specific Document)	
		e)	(Service Specific Document)	
7.(a)	Name of Designated Officer		(b)	Designation
(c)	Location		(d)	Signature of Designated Office

It is your right to seek service within stipulated time limit.

**PUNJAB RIGHT TO SERVICE ACT 2011**

PERSONNEL DEPARTMENT, PUNJAB

FORM FOR SEEKING SERVICE**RIGHT TO SERVICE**

Service asked for **Residence Certificate Children /Ward of the employees having at least three years of service in autonomous bodies/companies in which Punjab Govt. has 20 percent or more shares- Category-(ii) (d)** (Stipulated Time - 15 days)

1.	Date of Application				
2.	Name of the applicant				
3.	Father's/Husband's name				
4.	Address	Village		P.O.	
		Tehsil		Distt.	
		Phone/Mobile No.			
		E-mail ID (if any)			
5.	(Service Related Field)	Residence Certificate to be issued by respective Head of the Department- Category (ii) (d)			
6.	(Service Related Field)				
7.	(Service Related Field)				
8.	Documents to be attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996		
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
9.	Signature of the applicant				

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges	
5.	Name of Designated officer		6.	Designation	
7.	Location		8.	Signature of SDE / Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Service asked for		4.	Fees/Facilitation Charges	
5.	Date by which service to be provided				
6.	Documents attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996		
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
7.(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Office	

It is your right to seek service within stipulated time limit.



PUNJAB RIGHT TO SERVICE ACT 2011

PERSONNEL DEPARTMENT, PUNJAB

FORM FOR SEEKING SERVICE

RIGHT TO SERVICE

Service asked for Residence Certificate Children /Ward of the residents of Punjab who are residing outside the Punjab on account of their service either with the Govt. of India or with any other State Govt. are to be treated at par with employees of the Govt. of Punjab in the matter of issue residence certificate provided the permanent address of the such employees fall in the re-organized Punjab i.e. on or after 01.11.1966 as per their service books. Category-(ii) (e) (Stipulated Time - 15 days)

1.	Date of Application			
2.	Name of the applicant			
3.	Father's/Husband's name			
4.	Address	Village		P.O.
		Tehsil		Distt.
		Phone/Mobile No.		
		E-mail ID (if any)		
5.	(Service Related Field)	Residence Certificate to be issued by respective Head of the Department- Category (ii) (e)		
6.	(Service Related Field)			
7.	(Service Related Field)			
8.	Documents to be attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996, ,No.1/3/95-3PP2/80, dated 01.01.1999.	
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card	
		c)	(Service Specific Document)As per service book record that the employee's permanent address of re-organized Punjab.	
		d)	(Service Specific Document)	
		e)	(Service Specific Document)	
9.	Signature of the applicant			

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges	
5.	Name of Designated officer		6.	Designation	
7.	Location		8.	Signature of SDE / Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Service asked for		4.	Fees/Facilitation Charges	
5.	Date by which service to be provided				
6.	Documents attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996,No.1/3/95-3PP2/80, dated 01.01.1999.		
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)As per service book record that the employee's permanent address of re-organized Punjab.		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
7.(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Office	

It is your right to seek service within stipulated time limit.

**PUNJAB RIGHT TO SERVICE ACT 2011**

PERSONNEL DEPARTMENT, PUNJAB

FORM FOR SEEKING SERVICE

RIGHT TO SERVICE

Service asked for Residence Certificate Children /Ward of the employees borne on the Establishment of Punjab and The Haryana High Court discharging duties in connection with the affairs of the State of Punjab having at least three years of service who have not availed this facility from their parent State and State of Haryana and U.T, Chandigarh - Category-(ii) (f) (Stipulated Time - 15 days)

1.	Date of Application				
2.	Name of the applicant				
3.	Father's/Husband's name				
4.	Address	Village		P.O.	
		Tehsil		Distt.	
		Phone/Mobile No.			
		E-mail ID (if any)			
5.	(Service Related Field)	Residence Certificate to be issued by respective Head of the Department of The Punjab and Haryana High Court- Category (ii) (f)			
6.	(Service Related Field)				
7.	(Service Related Field)				
8.	Documents to be attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996 and No. 1/3/95-3pp2 1530, dated 14.12.2011		
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
9.	Signature of the applicant				

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges	
5.	Name of Designated officer		6.	Designation	
7.	Location		8.	Signature of SDE / Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Service asked for		4.	Fees/Facilitation Charges	
5.	Date by which service to be provided				
6.	Documents attached	a)	(Service Specific Document) Affidavit as per instruction No.1/3/95-3PP2/9619, dated-06.06.1996 and No. 1/3/95-3pp2 1530, dated 14.12.2011		
		b)	(Service Specific Document) Identity Card/Ration Card/ Voter Card/ Adhar Card		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
7.(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Office	

It is your right to seek service within stipulated time limit.

**PUNJAB RIGHT TO SERVICE ACT 2011**

PERSONNEL DEPARTMENT, PUNJAB

FORM FOR SEEKING SERVICE

RIGHT TO SERVICE

Service asked for Residence Certificate Children /Ward of the Pensioners of the Punjab Govt. irrespective of the fact that the original home of the retiree is in a state other than Punjab or he has settled after retirement in or outside Punjab -Category-(iii) (Stipulated Time - 15 days)

1.	Date of Application				
2.	Name of the applicant				
3.	Father's/Husband's name				
4.	Address	Village		P.O.	
		Tehsil		Distt.	
		Phone/Mobile No.			
		E-mail ID (if any)			
5.	(Service Related Field)	Residence Certificate to be issued to retired employees/wards under Category (iii)			
6.	(Service Related Field)				
7.	(Service Related Field)				
8.	Documents to be attached	a)	(Service Specific Document) Attested / Self Attested copy of P.P.O. issued by the Accountant General, Punjab.		
		b)	(Service Specific Document)		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
9.	Signature of the applicant				

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges	
5.	Name of Designated officer		6.	Designation	
7.	Location		8.	Signature of SDE / Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Service asked for		4.	Fees/Facilitation Charges	
5.	Date by which service to be provided				
6.	Documents attached	a)	(Service Specific Document) Attested / Self Attested copy of P.P.O. issued by the Accountant General, Punjab.		
		b)	(Service Specific Document)		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
7.(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Office	

It is your right to seek service within stipulated time limit.

**PUNJAB RIGHT TO SERVICE ACT 2011**

PERSONNEL DEPARTMENT, PUNJAB

FORM FOR SEEKING SERVICE

RIGHT TO SERVICE

Service asked for Residence Certificate Children /Ward of person who have settled in Punjab or resided in Punjab for a period of at least five year at any time prior to date of submission of application either in pursuit of a profession or holding of job--Category-(iv) **(Stipulated Time - 15 days)**

1.	Date of Application				
2.	Name of the applicant				
3.	Father's/Husband's name				
4.	Address	Village		P.O.	
		Tehsil		Distt.	
		Phone/Mobile No.			
		E-mail ID (if any)			
5.	(Service Related Field)	Residence Certificate to be issued by the D.C., ADC(R), ADC(D), SDO(C), GA to DC, DORG, DRO, EM, Tehsildar, Commissioner of Municipal Corporation of State- Category (iv)			
6.	(Service Related Field)				
7.	(Service Related Field)				
8.	Documents to be attached	a)	(Service Specific Document) Affidavit as per instructions No.1/3/95-3PP2/9619, dated 06.06.1996.		
		b)	(Service Specific Document) Ration Card/Voter Card		
		c)	(Service Specific Document) Adhar Card		
		d)	(Service Specific Document) Date of Birth proof		
		e)	(Service Specific Document) Or any other relevant document.		
9.	Signature of the applicant				

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges	
5.	Name of Designated officer		6.	Designation	
7.	Location		8.	Signature of SDE / Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Service asked for		4.	Fees/Facilitation Charges	
5.	Date by which service to be provided				
6.	Documents attached	a)	(Service Specific Document) Affidavit as per instructions No.1/3/95-3PP2/9619, dated 06.06.1996.		
		b)	(Service Specific Document) Ration Card/Voter Card		
		c)	(Service Specific Document) Adhar Card		
		d)	(Service Specific Document) Date of Birth proof		
		e)	(Service Specific Document) or any other relevant document.		
7.(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Office	

It is your right to seek service within stipulated time limit.



PUNJAB RIGHT TO SERVICE ACT 2011
PERSONNEL DEPARTMENT, PUNJAB
FORM FOR SEEKING SERVICE

RIGHT TO SERVICE

Service asked for Residence Certificate Children /Ward of person who have held Immovable Property in Punjab for a period of five years. The Property should in name of the Parents/Guardians or the candidate himself-Category-(v) **(Stipulated Time - 15 days)**

1.	Date of Application				
2.	Name of the applicant				
3.	Father's/Husband's name				
4.	Address	Village		P.O.	
		Tehsil		Distt.	
		Phone/Mobile No.			
		E-mail ID (if any)			
5.	(Service Related Field)	Residence Certificate to be issued by the D.C., ADC(R), ADC(D), SDO(C), GA to DC, DORG, DRO, EM, Tehsildar- Category (v)			
6.	(Service Related Field)				
7.	(Service Related Field)				
8.	Documents to be attached	a)	(Service Specific Document) Affidavit as per instructions No.1/3/95-3PP2/9619, dated 06.06.1996.		
		b)	(Service Specific Document) Copies of Jamabandi, Revenue Record, Municipal Record, Registered Deeds or any other document to the full satisfaction of the D.C.		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
9.	Signature of the applicant				

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges	
5.	Name of Designated officer		6.	Designation	
7.	Location		8.	Signature of SDE / Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Service asked for		4.	Fees/Facilitation Charges	
5.	Date by which service to be provided				
6.	Documents attached	a)	(Service Specific Document) Affidavit as per instructions No.1/3/95-3PP2/9619, dated 06.06.1996.		
		b)	(Service Specific Document) Copies of Jamabandi, Revenue Record, Municipal Record, Registered Deeds or any other document to the full satisfaction of the D.C.		
		c)	(Service Specific Document)		
		d)	(Service Specific Document)		
		e)	(Service Specific Document)		
7.(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Office	

It is your right to seek service within stipulated time limit.

**RIGHT TO SERVICE****PUNJAB RIGHT TO SERVICE ACT 2011****PERSONNEL DEPARTMENT, PUNJAB****FORM FOR SEEKING SERVICE****Service asked for** Residence Certificate person who were born in Punjab and produced a certificate to that effect -Category-(vi) **(Stipulated Time - 15 days)**

1.	Date of Application				
2.	Name of the applicant				
3.	Father's/Husband's name				
4.	Address	Village		P.O.	
		Tehsil		Distt.	
		Phone/Mobile No.			
		E-mail ID (if any)			
5.	(Service Related Field)	Residence Certificate to be issued by the D.C., ADC(R) , ADC(D), SDO(C), GA to DC, DORG, DRO, EM, Tehsildar, Commissioner of Municipal Corporation of State- Category (vi)			
6.	(Service Related Field)				
7.	(Service Related Field)				
8.	Documents to be attached	a)	(Service Specific Document) Affidavit as per instructions No.1/3/95-3PP2/9619, dated 06.06.1996.		
		b)	(Service Specific Document) Ration Card/Voter Card		
		c)	(Service Specific Document) Adhar Card		
		d)	(Service Specific Document)Date of Birth Proof		
		e)	(Service Specific Document) or any other relevant document		
9.	Signature of the applicant				

(FOR OFFICE USE ONLY)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges	
5.	Name of Designated officer		6.	Designation	
7.	Location		8.	Signature of SDE / Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Service asked for		4.	Fees/Facilitation Charges	
5.	Date by which service to be provided				
6.	Documents attached	a)	(Service Specific Document) Affidavit as per instructions No.1/3/95-3PP2/9619, dated 06.06.1996.		
		b)	(Service Specific Document) Ration Card/Voter Card		
		c)	(Service Specific Document) Adhar Card		
		d)	(Service Specific Document) Date of Birth Proof		
		e)	(Service Specific Document) or any other relevant document		
7.(a)	Name of Designated Officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated Office	

It is your right to seek service within stipulated time limit