

**List of Services under Himachal Pradesh Public Service Guarantee Act, 2011
(Notification No. Rev.B.A.(3)-7/2010 dated 20th December,2011)**

Services	Designated Officer	Time Limit	First Appellate Authority
Supply of copies of revenue records.	Patwari	Same day if sought on Monday, Wednesday or Friday otherwise on next such day.	Tehsildar/ Naib-Tehsildar in Tehsil/ Sub- Tehsil.
Reports for issuance of various certificates.	Patwari	Same day if sought on Monday, Wednesday or Friday otherwise on next such day.	Tehsildar/ Naib-Tehsildar in Tehsil/ Sub- Tehsil.
Reports of damages due to natural calamity.	Patwari	Within 7 days.	Tehsildar/ Naib-Tehsildar in Tehsil/ Sub- Tehsil.
Entry of mutation	Patwari	Same day if presented on Monday, Wednesday of Friday otherwise on next such day.	Tehsildar/ Naib-Tehsildar in Tehsil/ Sub- Tehsil.
Issuance of various certificates	Tehsildar/ Naib Tehsildar	To be issued or refused with a speaking order on same day, if Officer is present otherwise on next day.	Sub-Divisional Officer(C)
Attestation of affidavits/ Power of Attorneys.	Tehsildar/ Naib Tehsildar	Same day, if Officer is present otherwise on next day.	Sub-Divisional Officer(C)
Registration of deeds/ documents	Tehsildar/ Naib Tehsildar	To be accepted or refused on same day , if Officer is present otherwise on next day.	Sub-Divisional Officer(C)