

Rule 6
Citizens Charter

Issuance of Disability Certificate

	Notified Public Service	Stipulated time limit for providing the service(days)	Designation of Designated Public Servant	Designation of Appellate Authority	Time limit for disposal by Appellate Authority	Designation of Reviewing Authority	Time limit for disposal by Reviewing Authority	Documents to be enclosed with the application	User Charge if any (in Rupees)	Remarks if any
1	2	3	4	5	6	7	8	9	10	11
1	Issuance of Disability Certificate	15(fifteen) working days from the date of examination by the HOD of the Deptt. of Medical College /specialist Doctor of the Hospital/ Meeting of Medical Board of the District	Specialist Doctors of PHC/ CHC/ District/Sub-Divisional Civil Hospital or HOD of the concerned Department of Medical College	Medical Board of the District	30 (thirty) working days	Director of Health Services/ Director of Medical Education	30 (thirty) working days	Application in prescribed format duly filled correctly, together with i) 3 (three) copies of attested recent photographs ii) Proof of residence as mentioned in the application form. iii) Birth / age certificate of schools. iv) Educational documents. v) Occupation certificate. vi) Certificate as mentioned in 12(ii)(b) of the application form, if applicable. vii) Certificate as mentioned in 13 of the application form, if applicable.	Nil	