



GOVERNMENT OF KHYBER PAKHTUNKHWA
ADMINISTRATION DEPARTMENT

RTS Commission
Govt of KPK

Dairy No: RTS SJ-60

Date: 12/9/2022

Section: Admin

NOTIFICATION

Peshawar dated the September 06, 2022.

NO:SO(IMP)AD/RTS/Public Services/E&SE/1-3/2022: In exercise of the powers conferred by Section 4 of the Khyber Pakhtunkhwa Right to Public Services Act, 2014 (Khyber Pakhtunkhwa Act No. IV of 2014), the Government of Khyber Pakhtunkhwa is pleased to notify the following services of **Elementary and Secondary Education Department**. The services shall be delivered within the time limit mentioned herein by the designated officers. The appellate authorities shall hear appeals in case of delay, poor quality or denial as envisaged in the Act *ibid*.

S. No.	Type of Service	Time Limit	Designated Officer	Appellate Authority	Pre-requisite
1.	Issuance of Certificate.	Within 6 months	Secretary	Chairman	Presence of applicant of Blood relatives with CNIC
2.	Verification of DMC/Certificate	Within 3 days	Secretary	Chairman	Deposit of Fee
3.	Correction of Name / F. Name/ Date of Birth in Documents.	1 day	Secretary	Chairman	Admission Withdrawal Register
4.	Issuance of Duplicate Certificate.	1 day	Secretary	Chairman	Simple application
5.	Issuance of DMC.	Within 3 days after declaration of result	Controller of Examination.	Chairman	---
6.	Duplicate DMC.	Same day.	Controller of Examination.	Chairman	Deposit slip of prescribed fee.
7.	Disposal of UFM Appeals.	Within 7 days.	Controller of Examination.	Chairman	Personal appearance.
8.	Application for cancellation of results (whole).	Same day.	Controller of Examination.	Chairman	When applied within 10 days of declaration of results.
9.	Re-totalling of marks.	Within 30 days.	Controller of Examination.	Chairman	Within 15 days after result with normal fee, another 15 days with double fee.
10.	Migration Certificate. (a) School to School. (b) College to College. (c) Board to Board. (d) Board to University.	Same day.	Secretary	Chairman	Deposit slip of prescribed fee, NOC from both institutions.

Signature
SECTION OFFICER (IMP)
Establishment & Admin Department
Govt of Khyber Pakhtunkhwa Peshawar

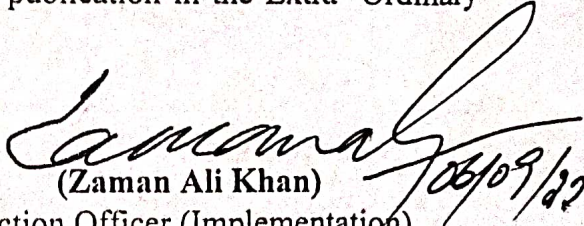
11.	Correction of DoB and change of name through Court Decree.	Within 7 days.	Secretary	Chairman	Certified Court Decree.
12.	Nomination of Amanuensis (Helper for disables candidates).	Within 3 days.	Controller of Examination.	Chairman	2-3 days before examination.

**CHIEF SECRETARY
KHYBER PAKHTUNKHWA**

Endst. No & date even.

Copy forwarded to the:

1. Principal Secretary to Governor, Khyber Pakhtunkhwa.
2. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
3. Secretary, Elementary & Secondary Education Department, Khyber Pakhtunkhwa.
4. All Administrative Secretaries to Government of Khyber Pakhtunkhwa.
5. Chief Commissioner, Right to Public Services Commission, Peshawar.
6. Accountant General, Khyber Pakhtunkhwa.
7. Chairman, Public Service Commission, Khyber Pakhtunkhwa.
8. All Chairmen Boards of Intermediate & Secondary Education in Khyber Pakhtunkhwa.
9. Secretary, Provincial Assembly, Khyber Pakhtunkhwa.
10. All Divisional Commissioners in Khyber Pakhtunkhwa.
11. All Deputy Commissioners in Khyber Pakhtunkhwa.
12. All Heads of Attached Departments in Khyber Pakhtunkhwa.
13. All Heads of Autonomous / Semi-Autonomous Bodies in Khyber Pakhtunkhwa.
14. Registrar, Peshawar High Court, Peshawar.
15. Registrar, Services Tribunal, Khyber Pakhtunkhwa.
16. Director, Information Department, Khyber Pakhtunkhwa.
17. CSO, PSO & Private Secretary to Chief Secretary, Khyber Pakhtunkhwa.
18. All Private Secretaries to Provincial Ministers, Advisors & Special Assistants to Chief Minister, Khyber Pakhtunkhwa.
19. All Parliamentary Secretaries, Khyber Pakhtunkhwa.
20. Deputy Director (IT), Administration Department.
21. Manager, Govt. Printing Press, Khyber Pakhtunkhwa for publication in the Extra- Ordinary issue of Government gazette of today's date.


(Zaman Ali Khan)
Section Officer (Implementation) 10/09/22