

प्रपत्र

२५/५

अ.क्र.	लोकसेवेचा तपशील	लोकसेवा पुरविण्यासाठी विहित केलेली कालमर्यादा	अर्जाचा विहित नमुना व (असल्यास) शुल्क	पदनिर्देशित अधिकाऱ्याचे पदनाम	प्रथम अपिल अधिकाऱ्याचे पदनाम / कार्यालयीन पत्ता / दूरध्वनी क्र. / ई-मेल	द्वितीय अपिल अधिकाऱ्याचे पदनाम / कार्यालयीन पत्ता / दूरध्वनी क्र. / ई-मेल
१	२	३	४	५	६	७

Template

Name of Service :<>

Name of Department Delivering the Service :<>

Part A: Service Details

Description of service	
Eligibility to avail service	
Fee/Charges to avail service	
Designated Officer for delivery of service	
Stipulated time of service	
Procedure involved for the service	
Channel(s) of delivery of service	

Part B: Input

Input Format	Application Form Format
Attachments/Enclosures Mandatory	
Attachments/Enclosures Optional (If any)	

Part C: Output

Output	Output Format
Signature required (Y/N)?	
Digitally Signed by :	

Part D: Service Delivery Workflow and timelines

Application Submission			Day 1	
Desk 1			Day a- Day b	
Desk 2			Day c- Day d	
Desk 3			Day e- Day f	
Delivery/Issue Certificate			Day g	

Part E: Appellate Workflow and timelines (if service not delivered per Part D)

First Appeal	File the First appeal		Day x= Within Day g+30 Days/Day g+90 (special cases)	First Appellate Authority
	Sanction/Acceptance of the Appeal		Day h- Day i	
	Notice for hearing		Day j- Day k	
	Hearing		Day k - Day l	
	Decision		Day m	
	Disposal		Day n (Within 30 Days of Day x or order date)	
Second Appeal	File the Second appeal		Within Day n+30 Days/ Day x+ 45 Days Day/Day n+90 in special cases	Second Appellate Authority
	Sanction/Acceptance of the Appeal		Day o- Day p	
	Notice for hearing		Day q- Day r	
	Hearing		Day s - Day t	
	Decision		Day u	
	Disposal		Day v	