

PROFORMA FOR ADDITION OF SERVICE(S) UNDER "THE DELHI
(RIGHT OF CITIZEN TO TIME BOUND DELIVERY OF SERVICES - ACT 2011"

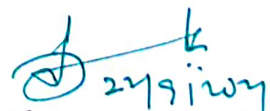
Annex-1

NAME OF COLLEGE: - INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES

S. No.	Name of Service	Whether to be keep under E-SLA (Yes / No)	If not to be included, the reason therefore	Name of the competent officer (Under Sec. 9 of the Act.)	Name of appellate officer (Under Sec 11 of the Act)	Number of days for service delivery after receipt of application
1	Issuance of provisional Certificate to students	Yes	Institute does not have a user id & password for e-SLA Portal. The above-mentioned services are being provided to the students within the stipulated time-frame	BURSAR	PRINCIPAL	07 Days
2	Issuance of No. due Certificate to students	Yes				07 Days
3	Issuance of study Certificate / Transcript	Yes				07 Days
4	Issuance of Character Certificate	Yes				07 Days

Detail of Nodal Officer for e-SLA

Name : Prof. Lalit Sharma
 Designation : Professor /Nodal Officer (e-SLA)
 Contact No : 9625670792, 9958998684
 Email : lalit.sharma@igipess.du.ac.in
 Address : B-41, Mandakini Apartment, Pitampura, Delhi - 110034


 (Prof. Sandeep Tiwari)
 PRINCIPAL(Actg.)
 A/c