

**FORM I**  
**[See rule (3)]**

**Sample Display Board**

Name of the Office: \_\_\_\_\_

Name of the Village/Tehsil/District: \_\_\_\_\_

**Scheduled Services**

Sr. No	Name of service	List of documents (Check list)	Name of the Designated Officer	Stipulated time limit for Designated Officer	Appellate Authority	Stipulated time limit for Appellate Authority	Government fee and/or facilitation charges	Mode of Service delivery (digital or manual)
1	2	3	4	5	6	7	8	9
1.								
2.								
3.								
4.								
5.								

Name of the authorized person to give and received the application: \_\_\_\_\_

**Instructions to Citizens**

- ❖ To get the acknowledgement compulsorily;
- ❖ If services are delayed/not delivered, contact the Designated officer/the Appellate Authority along-with the acknowledgement receipt;
- ❖ To know the status and monitoring of the application
  - Contact:
  - Website:
  - SMS: