

The citizen charter of this office is as under for uploading the data on the website as directed by the Chandigarh Administration, Department of personnel please:-

S.No.	Name of Service	Given Time Limit Working days)	Level at which the case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made. (Name of the post)
1.	Gallantry Awards (Financial benefits subject to submission of all documents)	2 months	Z.S.W.O, U.T Chd	DC Office	Home Secretary Chd
2.	Issue of certificate of various types of ESM/widows	1 hour	Welfare Organiser	-	Z.S.W.O
3.	Field verification	3 days	Welfare Organiser/ Field Investigator	Sr. Asst	Z.S.W.O
4.	Pension cases to be submitted to concerned Records Office	1 day	Clerk	Sr. Asst	Z.S.W.O
5.	Issue of Identity Cards	2 hour	Field Investigator	-	Z.S.W.O


**Zila Sainik Welfare Officer,
Union Territory, Chandigarh**