

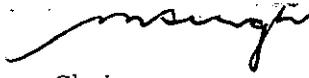
No. 234

Dated: 20/9/17

ORDER

In supersession of order no. 208 dated 23/08/2017, this order is issued.

The Chandigarh Housing Board has provided the Tatkal facility for various services of CHB. Under this scheme, the case of an applicant is processed on priority basis. In order to bring about further transparency, it is hereby ordered that the concerned dealing assistant shall process the case and put up to the AO-Tatkal on the same day after receiving the application. The AO-Tatkal shall examine the case and if there are shortcomings/requirements of essential documents/objections, then the AO-Tatkal shall intimate to the applicant immediately by e-mail, telephone and through post. After completion of all the formalities, the AO-Tatkal shall forward the case, with recommendations, to the Chief Accounts Officer, CHB. The Chief Accounts Officer, CHB shall examine the case and forward to the competent authority directly (i.e. Chief Executive Officer for GPA & Consensual Transfer cases and Secretary, CHB for Intestate & Testamentary Succession cases). The Competent Authority shall accord necessary approvals or otherwise take necessary action and send the file directly to the AO-Tatkal. It is further directed that no officer shall retain the file for more than 24 hours without disposal. If anyone retains a TATKAL file for more than 24 hours then a penalty @ Rs.1000/- per day would be imposed. It should also be ensured without fail that TATKAL cases shall be finalized and disposed off within **Three working days**. The files need not be sent to any officer unnecessarily, unless that officer is the approving authority for any TATKAL related matter.

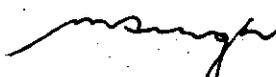

Chairman,
Chandigarh Housing Board,
Chandigarh.

Endst. No. HB(S)/EA-III/2017/2918

Dated:- 20/9/17

A copy is forwarded to the following for information and necessary action: -

1. The Chief Engineer-I/II, CHB.
2. The Superintending Engineer- I/II, CHB.
3. The Executive Engineer-I/II/III/IV/V/VI/VII/VIII/I.T/Enf./Arch., CHB.
4. The Chief Accounts Officer, CHB.
5. The Senior Law Officer, CHB.
6. The Accounts Officer-I/II/III/IV/ADMN/Reception, CHB.
7. The Section Officer-I/II/III/IV/V, CHB.
8. The Chief Liaison Officer, CHB.
9. The Computer In-charge CHB.
10. PA to Chairman/Chief Executive Officer/Secretary, CHB, for kind information of the officers please.
11. Office Order file.


Chairman,
Chandigarh Housing Board
Chandigarh.