

No. 97

Dated: 12/4/16

ORDER

It has come to notice that the applicants who had applied for transfer of dwelling units/flats under the GPA Transfer Policy and the Consensual Transfer Policy of CHB, have to face harassment during the process of Interview conducted in these matters. In order to streamline the transfer process and to avoid the harassment of the general public, the following procedure shall be followed by Chandigarh Housing Board instead of the conduct of Interview:

The applicant shall submit the application form along with the required documents in original at the Reception Counter of CHB. The Public Relation Officer (PRO) shall check the form and the documents and shall issue a receipt for the same. In the receipt, he/she shall mention the list of all the documents submitted along with the application form. The identity of the applicant shall be examined by the PRO.

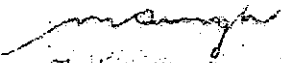
The PRO shall forward the application form along with the documents to the concerned branch. The concerned dealing assistant shall process the case on the basis of principle of first come first out. He/She shall process the case as per the policy/rules and regulations of CHB and put up to the concerned Section Officer. He/She (Section Officer) shall examine the case and forward it to the Accounts Officer along with his/her recommendations. The Accounts Officer shall examine the case and give his/her comments. If there is any objection, then it will be intimated to the applicant, immediately, otherwise the applicant will be intimated regarding payment of transfer fee and all other charges etc. In case of consensual transfer, the No Objection Certificate shall also be issued immediately along with the communication of transfer fee or charges.

If there is any legal issue involved, then the concerned branch shall obtain the legal opinion as per the procedure mentioned in office order no. HB/LS/2015/01 dated 14/08/2015 (Copy enclosed).

On the completion of all the required formalities, as intimated, the concerned dealing assistant shall prepare a file for the approval of competent authority in the form of a detailed note incorporating all the essential facts of the case. The concerned branch shall process the case on the basis of the Bank Receipts submitted by the applicant and shall verify the deposits of payments separately on monthly basis. That file will be forwarded to the Section Officer, The Accounts Officer and the Chief Accounts Officer. They shall examine the case

and recommend for transfer of the property in question. The Chief Accounts Officer shall forward the file to the competent authority directly.

After the approval of the competent authority, the file shall be sent directly to the concerned section officer and the further necessary action will be taken immediately.

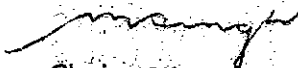

Chairman,
Chandigarh Housing Board,
Chandigarh

Endst. No. HB(S)/EA-III/2016/ 1052

Dated: - 12/4/16

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

1. The Chief Engineer/The Superintending Engineer-I/II, CHB
2. The Executive Engineer-I/II/III/IV/V/VI/VII/VIII/Enfs./Arch., CHB
3. The Chief Accounts Officer, CHB.
4. The Senior Law Officer, CHB.
5. The Accounts Officer-I/II/III/IV/ADMN/Col./Reception, CHB
6. The Computer In-charge/Chief Liaison Officer, CHB.
- ✓ 7. PA to Chairman/Chief Executive Officer/Secretary, CHB.
8. Office Order file.


Chairman,
Chandigarh Housing Board,
Chandigarh