

No. 256

Dated: 19/9/16

**ORDER**

Keeping in view the difficulties of the Allottees/Transferees, on the persistent demand of the general public, in the interest of public service and to facilitate the delivery of services to the general public, the CHB has decided vide order no. 251 dated 15/09/2016, to issue permissions for mortgage of residential and commercial properties subject to the following conditions: -

1. The allottee/transferee has paid the consideration/price of the property and all other dues.
2. That the Board shall have first and paramount charge of the said property for the unpaid portion of outstanding dues/penalty, if any.
3. No interest or any other benefit shall be granted if any amount is paid in advance to the Chandigarh Housing Board.
4. The right, title and interest of the allottee/transferee shall be mortgaged in favour of the Government, Life Insurance Corporation or any Scheduled bank or any corporate body subject to the first charge on the property for the unpaid portion of purchase price/unearned increase/transfer fees and other dues outstanding towards the allottee/transferee remaining in favour of the Board.
5. The Mortgagee bank/financial institution etc. shall recover its loans from the allottee/transferee through its own means/procedures and the CHB shall not provide any assistance in the recovery of loans.
6. No Tripartite Agreement shall be executed by the Chandigarh Housing Board for the purpose of raising loan/s.
7. In case of foreclosure of the mortgage/sale of the property, the mortgagee shall obtain prior permission of the CHB.

The fees to be charged for this service and the procedure shall be as under:-

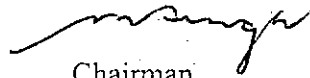
1. **Processing Fee** (To be deposited at Reception Counter in Cash)

(i)	EWS/ORT/One Room	Rs.1000/-
(ii)	LIG/Cat-IV/ One BR	Rs.2500/-
(iii)	MIG/Cat-III/2 BR	Rs.5000/-
(iv)	HIG/Cat-I/II/3 BR	Rs.7500/-
(v)	HIG (Independent)	Rs. 10000/-
(vi)	Commercial	Rs. 20000/-

2. **Procedure: -**

- 1) The applicant shall apply for issuance of permission to Mortgage at the reception counter of CHB.
- 2) The applicant shall submit the application form along with the self-attested photocopy of the Allotment/Transfer Letter (as the case may be) and consent of the Bank from which loan is being raised.

- 3) The Public Relation Officer (PRO) shall check the application 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.
- 4) 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 except for tatkal cases. 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 shall issue the permission for mortgage in favour of the Bank/Financial Institution/Department etc.
- 5) The whole process shall be completed within 5 working days from the starting of the process as per the first come first out policy of CHB except for tatkal cases, which shall be dealt within two working days.



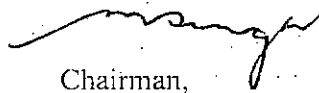
Chairman,  
Chandigarh Housing Board,  
Chandigarh.

Endst. No.HB(S)/EA-III/2016/SLD/2545-

Dated:- 19/9/16

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/Enf./Arch., CHB
3. The Chief Accounts Officer, CHB.
4. The Senior Law Officer, CHB.
5. The Chief Finance & Accounts Officer, CHB.
6. The Accounts Officer-I/II/III/IV/ADMN/Col./Reception, CHB
7. ✓ The Computer In-charge CHB.
8. The Chief Liaison Officer, CHB.
9. PA to Chairman/Chief Executive Officer/Secretary, CHB.
10. Office Order file.



Chairman,  
Chandigarh Housing Board,  
Chandigarh.