

**Right to Service Act- Timelines, designated officer and First, Second appellant's authority.**

**No.HB(S)/EA-IV/2019/1756**

**dated: 04.07.2019**

In view of Chandigarh Right to Service Act, the services being rendered by CHB, have been fixed with the timelines and the formal approval to the below mentioned details of services, timelines, designated authorities, first appellate and second appellate authority pertaining to CHB has been given.

Sr No	Name of the service	Time-Limit for delivery of service of service (working days)	Designated Officer	First Appellate Authority	Second Appellate Authority
(a)	(b)	(c)	(d)	(e)	(f)
1.	Issuance of No Objection Certificate for transfer of lease rights: - (a) With Consideration. (b) Between husband and wife. (c) Within blood relation.	20 days (Excluding the period of public notice)	Branch Head (AO)	Secy.	CEO
2.	Mutation of property on the basis of :- (a) Sale Deed/Transfer Deed/Gift Deed etc. (for free hold properties only). (b) Deed of transfer of lease hold rights (in case of lease hold properties)	20 days (Excluding the period of public notice)	Branch Head (AO)	Secy.	CEO
3.	Transfer on the basis of:- (a) Instate Demise. (b) Registered WILL. (c) Probated WILL.	25 days (Excluding the period of public notice)	Branch Head (AO)	Secy.	CEO
4.	Conversion from lease hold to free hold in respect of dwelling units.	30 days	Branch Head (AO)	Secy.	CEO
5.	Issuance of duplicate copy of allotment letter, possession slip and physical possession form.	30 days (Excluding the period of public notice)	Branch Head (AO)	Secy.	CEO
6.	Issuance of Allotment letter alongwith physical possession.	15 days	Branch Head (AO)	Secy.	CEO

Condt/-.....

<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>	<b>(f)</b>
7.	Issuance of No Dues Certificates.	15 days	Branch Head (AO)	Secy.	CEO
8.	Issuance of Lump sum payment certificate.	15 days	Branch Head (AO)	Secy.	CEO
9.	Issuance Interest component certificate.	15 days	Branch Head (AO)	Secy.	CEO
10.	Issuance of permission for mortgage of residential and commercial properties of CHB.	25 days	Branch Head (AO)	Secy.	CEO
11.	Refund of Earnest money or other deposit made.	30 days or as per terms & conditions of the scheme	Branch Head (AO)	Secy.	CEO