

Dated 24.06.2022

PRESS RELEASE

(e-Services by Chandigarh Housing Board)

The Chandigarh Housing Board is in the process of providing all its services through Online Mode. The main objective is to enable the applicants to apply online from their homes and get the timely services without visiting the office of Chandigarh Housing Board. The NIC Chandigarh has customized the 'SERVICE PLUS' module for some of the services and making similar efforts for the remaining.

4. It has been decided that:

- **From 01.07.2022, applications for the services available online can be submitted through e-Services only. Hence physical applications for these services will NOT be accepted from 01.07.2022.**
 - However, to facilitate those applicants who do not have requisite facilities like Computer/Scanner/Internet Connectivity or having any other issue in submission of online applications, a well-equipped Help Desk has been set-up at the Reception in B- Block of the premises of Chandigarh Housing Board in Sector- 9D Chandigarh.
 - **The singed printout along with enclosures will be collected by the CHB free of cost.** The applicant may also request at the **Help Line No. 7657977813** for collection of the documents from his/her residence within the UT Chandigarh.
- a) There is no need for submission of original documents of the property because self-attested photocopies will suffice. In case requirement of the original documents for the purpose of verification, the CHB will call the applicant to produce the original documents and the same will be returned immediately after the verification.
 - b) Generally, CHB will not retain the original documents of the property. However, in exceptional cases where there is need to retain the original documents of the property, a written receipt will be issued indicating detail of each of the original document and reasons for retaining the same.
 - c) During the whole process, the applicant should not be asked to visit the CHB Office unless there is some unavoidable and genuine reasons. However, prior approval of the Secretary will be required, with specific reasons, before asking the applicant to visit the Chandigarh Housing Board.
- a) A workshop to be organized to educate the reputed document writers and Resident Welfare Associations about the process of e-Services.

4. Copy of the office order dated 24.06.2022 with regard to e-Services in CHB and few photographs of the Reception & Help Desk are enclosed.

Yashpal Garg, IAS
Chief Executive Officer, CHB

Enclose: As above