



# CITIZENS' CHARTER



**CHANDIGARH  
HOUSING BOARD**  
A Chandigarh Administration Undertaking

Let's build homes .....not just houses.



## **CITIZENS' CHARTER** (updated on 27.09.2022)

The Citizens' Charter is not a legal document. Its purpose is information dissemination. Thorough care has been taken while preparing it, yet in case of any repugnancy inter-se the Citizens' Charter and the Rules/Regulations or policy documents of CHB, the latter shall prevail.

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**Note:-** For details regarding procedures and Chandigarh Housing Board (Allotment, Management and Sale of Tenements) Regulations, 1979, refer the website of CHB at [www.chbonline.in](http://www.chbonline.in)

## **1. PREFACE**

This Citizens' Charter is a statement of objectives and guiding principles for a transparent, responsive and public friendly organization. Our endeavor is:

1. To construct well designed, good quality and reasonably priced houses.
2. To float housing schemes for the current requirements of the general public.
3. To establish convenient and transparent procedures for allotment, possession, payments and transfer of property.
4. To implement building bye-laws for the safety and comfort of the residents of CHB dwelling units.
5. To ensure prompt and courteous redressal of grievances.

We welcome suggestions for further improvement in the functioning of the Board to make it more effective and citizen friendly.

## 2. VARIOUS TRANSFER POLICIES/SERVICES PROVIDED BY THE BOARD.

S. No	Name of the service being provided	Competent Authority	Time period (working days) – Subject to completion of all formalities.	Detailed procedure
(a)	(b)	(d)	(c)	(g)
1.	Issuance of No Objection Certificate for transfer of lease rights: (a) With Consideration. (b) Between husband and wife. (c) Within blood relation.	Secretary	20 days (Excluding the period of public notice)	Detailed procedure to avail the services may be seen at Annexure 'C'.
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).	Branch Head (AO)	20 days (Excluding the period of public notice)	
3.	Transfer on the basis of: (a) Intestate demise. (b) Registered or Unregistered Will.	Secretary	25 days (Excluding the period of public notice)	
4.	Transfer of license in respect of Small Flats under the Chandigarh Small Flats Scheme, 2006 wherein both the allottee and co-allottee have expired after the allotment of flat.	Secretary	25 days (Excluding the period of public notice)	
5.	Issuance of duplicate copy of allotment letter, possession slip and physical possession form.	Secretary	30 days (Excluding the period of public notice)	
6.	Conversion from lease hold to free hold in respect of dwelling units.	Secretary	30 days	
7.	Issuance of Allotment Letter along with physical possession.	Secretary	15 days	
8.	Issuance of No Dues Certificate (NDC).	Branch Head (AO)	15 days	
9.	Issuance of Lump sum payment certificate.	Branch Head (AO)	15 days	
10.	Issuance of Interest component certificate.	Branch Head (AO)	15 days	
11.	Issuance of permission for mortgage of residential and commercial properties.	Branch Head (AO)	25 days	
12.	Refund of Earnest money or other deposit made.	Branch Head (AO)	30 days or as per terms & conditions of the scheme.	
13.	Refund of Earnest money and other deposit made.	CEO, CHB	30 working days.	

**2.1 ISSUANCE OF NO OBJECTION CERTIFICATE FOR TRANSFER OF LEASE RIGHTS.**

**(A) ISSUANCE OF NO OBJECTION CERTIFICATE FOR TRANSFER OF LEASE HOLD RIGHTS THROUGH EXECUTION OF TRANSFER DEED OF LEASE RIGHTS WITH CONSIDERATION MONETARY.**

Under this policy the allottee/transferee and the proposed purchaser of a Dwelling Unit/Booth (both) have to apply jointly on the prescribed Performa for permission of transfer of lease rights of a Dwelling Unit/Booth in the name of the proposed purchaser/transferee. The allottee/transferee shall have to pay the transfer fee or un-earned increased as fixed by the Chandigarh Housing Board.

**(B) ISSUANCE OF NO OBJECTION CERTIFICATE FOR TRANSFER OF LEASE RIGHTS OF PROPERTY WITHIN FAMILY (BLOOD RELATION/CLASS I LEGAL HEIRS) WITHOUT MONETARY CONSIDERATION.**

The allottee(s)/transferee(s) both have to apply for permission for the transfer of lease rights within family on the prescribed performa subject to payment of transfer fee as prescribed by the Chandigarh Housing Board.

**Time to be taken:**

20 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

**Fees to be charged:**

The fees to be charges as per the details appended at Annexure 'B'.

**Detailed procedure:**

The detailed procedure to avail the service may be seen at Annexure 'C'.

**General Conditions:**

1. The lock-in-period of 5 years from the date of physical possession is over unless provided otherwise. (However, transfer within lock in period is allowed for the General Self Financing Housing Scheme, Sector-63 Chandigarh on the payment of specified fees)
2. No Deed of Conveyance has been executed.
3. All outstanding dues up to the date of transfer are paid.
4. The seller and purchaser must be competent to contract i.e.
  - a) of sound mind.
  - b) of the age of 18 years or above (major).
  - c) is not disqualified from contracting by any law to which he is subject. (A minor/insane through a guardian/ authorized person can apply).
5. The property in question is free from any dispute/litigation qua title.
6. The property must be transferable as per Rule. There should not be any defect in the title of the property.
7. Each page of the application form and declaration must be signed by the applicant, with date.
8. The Board shall execute a duly registered Sub-Lease Deed with its allottee/ transferee etc., if it has not been executed till date.
9. In case where no Show Cause Notice/Survey Report is available on the allotment file of the dwelling unit, no site inspection will be carried out by the CHB. However, if Show Cause Notice/Survey Report is available on the allotment file then CHB has to inspect the premises before proceeding further in the case.

## **2.2 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).**

If the property is free hold and a conveyance deed has been executed in respect of the property, then the property will be transferred through execution of the Sale Deed/Transfer Deed/Gift Deed etc., duly registered with the registering authority. The Chandigarh Housing Board will make necessary entries in its records on the basis of the duly registered deed.

### **Time to be taken:**

20 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

### **Fees to be charged:**

The fees to be charges as per the details appended at Annexure B.

### **Detailed procedure:**

The detailed procedure to avail the service may be seen at Annexure 'C'.

### **General Conditions:**

- 1) The property must be free hold property.
- 2) The property must be transferable as per law.
- 3) The transferor is entitled to transfer the property in question.
- 4) The transferor & transferee(applicant) are competent to contract i.e.
  - a) of sound mind.
  - b) of the age of 18 years or above(major).
  - c) is not disqualified from contracting by any law to which he is subject.

(However a minor/insane can apply through a guardian/authorized person only)



- 5) The property in question is free from any dispute/litigation etc. qua the title of the property.
- 6) If the property was mortgaged or any loan has been obtained on the security of the property, then the necessary confirmation /No Objection Certificate/ permission from the concerned bank / financial institution etc. regarding the transfer of property in favour of the applicant must be submitted. In this case the property will be transferred subject to the prior charge of financial institution/bank.
- 7) Each page of Application Form and the documents submitted should be signed and dated by the applicant.

## **2.3 TRANSFER OF PROPERTY ON THE BASIS OF:**

### **(A) INTESTATE DEMISE**

### **(B) REGISTERED OR UNREGISTERED WILL.**

#### **(A) TRANSFER OF PROPERTY ON THE BASIS OF INTESTATE DEMISE**

Under this policy the right/title/interest in the property of CHB is transferred in favour of the Class-I Legal Heir(s) of the deceased allottee/transferee. If Class-I Legal Heir(s) are not available, then the property may be transferred in favour of Class-II Legal Heirs. This policy will apply where the deceased has not executed any testamentary documents i.e. Will/Codicil etc. in respect of the property.

#### **Time to be taken:**

25 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

#### **Fees to be charged:**

The fees to be charged as per the details appended at Annexure 'B'.

#### **General Conditions**

- (1) The property in question must be inheritable as per law.

- (2) There should not be any dispute/litigation regarding the title of the property.
- (3) If the property was mortgaged or any loan has been obtained on the security of the property, then the necessary confirmation /No Objection Certificate/ permission from the concerned bank / financial institution etc. regarding the transfer of property in favour of the legal heirs must be submitted. In this case the property will be transferred subject to the prior charge of financial institution/bank.
- (4) Each page of Application Form and the documents submitted should be signed along with date.
- (5) Death Certificate of deceased allottee/transferee/legal heirs etc. should be submitted, in original.
- (6) The applicant(s) must be competent to contract i.e.
  - (a) of sound mind
  - (b) of the age of 18 years or above (major).
  - (c) is not disqualified from contracting by any law to which he is subject.(A minor/insane through a guardian/authorized person can apply.).

**(B) TRANSFER OF PROPERTY ON THE BASIS OF REGISTERED OR UNREGISTERED WILL.**

Under this policy the rights/title/interest in the property of CHB are transferred in favour of the beneficiary (ies) of the Will of the deceased allottee/transferee. This policy will apply where the deceased has executed a testamentary document i.e. Will/Codicil etc. in respect of the property in question.

As per law, the registration of Will is optional, so the Will may be duly registered with the Sub-Registrar or it may be an unregistered Will.

### **(I) REGISTERED WILL**

In case, the deceased Allottee/Transferee has executed a Will and it has been duly registered as per Law, then the original 'Will' be submitted to the Board and there is no need to submit the affidavit(s) of the attesting witnesses of the Will. However, in case of any doubt, the affidavit(s) from the attesting witnesses may be called for by the Board. If any one of the attesting witnesses has died or is not capable of executing an affidavit, then, the proof of the incapacity /death may be submitted. If both the witnesses have died or are not capable to give a statement, then the applicant may get the Will probated from the Court.

### **(II) UNREGISTERED WILL**

In case, the deceased Allottee/Transferee has executed an unregistered Will, then the applicant must obtain the probate of the Will from the competent Court of Law, if the beneficiary (ies) of the Will is other than a family member/legal heir.

Provided that, in case of unregistered Will, in favour of one of the legal heirs /family members and where other legal heirs have no objection, then the transfer may be considered, without a probate of the unregistered Will. However, "No Objection" to the same shall be submitted by the other legal heirs by way of executing an affidavit.

#### **Time to be taken:**

25 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

#### **Fees to be charged:**

The fees to be charged as per the details appended at Annexure 'B'.

#### **Detailed procedure:**

The detailed procedure to avail the service may be seen at Annexure 'C'.

**General Conditions:**

- (1) The property in question must be transferable through Will as per law.
- (2) There should not be any dispute/litigation regarding the title of the property.
- (3) There should not be any dispute/litigation regarding the genuineness/ validity of the Will.
- (4) If the property was mortgaged or any loan had been obtained against the property, then the necessary confirmation /No Objection Certificate/ permission from the concerned bank / financial institution etc. regarding the transfer of property in favour of the legal heirs must be submitted. In this case, the property will be transferred subject to the prior charge of financial institution/bank.
- (5) Each page of Application Form and the documents submitted should be signed and dated by the applicant.
- (6) Death Certificate of the deceased allottee/transferee/legal heirs etc. should be submitted, in original. In case, the death certificates are not available or otherwise not in the possession of the applicant or allottee/their legal heirs or the allottee/transferee has died in foreign country, then in such cases, the applicants should submit separate affidavits of two separate persons. These two persons may be relatives of the deceased or persons who knew the deceased. The applicant shall also submit specific indemnity bond in this respect. The affidavits should clearly establish the fact of the death of the allottee/transferee. The valid identity proof with photograph of the deponent (who is giving affidavits) must be submitted along with affidavits.
- (7) In case of more than one Will, the property will be transferred on the basis of the Will executed, later in time.

- (8) The property will be transferred strictly as per the desire of the executor of the Will consistent with the rules/regulations and laws of CHB.
- (9) The applicant(s) must be competent to contract i.e.
  - (a) of sound mind
  - (b) of the age of 18 years or above(major).
  - (c) is not disqualified from contracting by any law to which he is subject.  
(However a minor/insane can apply through a guardian/authorized person).
- (10) The Will must be with respect to the property in question i.e. the identity of the property must be clear from the wording of the Will.
- (11) All outstanding dues are required to be cleared up to the date of transfer.
- (12) The transfer of commercial properties of Chandigarh Housing Board, shall also be as above, however, the Board shall give additional public notice in the newspapers for the same.
- (13) If the beneficiary(ies) of the Will is/are not legal heir(s) or the family member(s) of the testator of the Will, then the Board shall charge the transfer fee/unearned increase applicable for transfer of that property (residential/ commercial), in addition to other charges and fees.

**2.4 TRANSFER OF LICENSE IN RESPECT OF SMALL FLATS UNDER THE CHANDIGARH SMALL FLATS SCHEME, 2006 WHEREIN BOTH THE ALLOTTEE AND CO-ALLOTTEE HAVE EXPIRED AFTER THE ALLOTMENT OF FLAT.**

Under this policy the transfer of Small Flats under the Chandigarh Small Flats Scheme, 2006 are allowed wherein both the allottee and co-allottee have expired after the allotment of flat.

**Time to be taken:**

25 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

**Fees to be charged:**

The fees to be charges as per the details appended at Annexure 'B'.

**Detailed procedure:**

1. All the pages of 'Application Form' and the documents submitted should be signed along with date.
2. Death certificate of the original allottee as well as co-allottee should be submitted, in original. In case, the death certificate is not available as per records of the concerned authority, then, the necessary confirmation from the Concerned Authority and two affidavits from the relatives or from the persons, who knew the deceased person, should be submitted. The affidavits should clearly establish the fact of the death. The valid identity proof with photograph of the deponent, executing affidavits, must be submitted along with affidavits.
3. The Chandigarh Housing Board will transfer the license of Small Flat in the joint name of all the children of the deceased applicant(s), who are presently residing in the allotted flat and having a valid permanent Identity Proofs viz. Voter Card, Aadhar Card of said flat. In case of minor, the license will be transferred through a guardian. The Guardianship certificate should be issued by the Competent Authority. Police Verification Report of the applicants will be obtained from the concerned Police Station.
4. The Small Flat should be free from all litigation, building violation, maintenance issues etc. and a report to this effect will be obtained from the Enforcement Officer, CHB.
5. All dues should have been paid/ deposited and nothing should be outstanding.

### **3. MISCELLANEOUS SERVICES**

#### **3.1 CONVERSION FROM LEASE HOLD TO FREE HOLD (Please also see 3.2)**

The allottee/transferee will have to fill up the conversion form available at the Reception Counters of the CHB for getting a dwelling unit converted from lease hold to free hold. The following documents/fee as conveyed by the office will be submitted along with the conversion form:

- (a) No dues Certificate.
- (b) Clearance of mortgage/loan (if any).
- (c) Requisite affidavit and the conversion fee.

**Time to be taken:**

30 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

**Fees to be charged:**

The fees to be charges as per the details appended at Annexure 'B'.

**Detailed procedure:**

The detailed procedure to avail the service may be seen at para 3.2 below and Annexure 'C'.

#### **3.2 PROCEDURE FOR EXECUTION OF CONVEYANCE DEED OF FREE HOLD PROPERTIES OF CHANDIGARH HOUSING BOARD.**

The allottees of free hold properties of Chandigarh Housing Board are required to execute a conveyance deed duly registered as per the Law. The owner can get the 3 Blank sets of conveyance deed after the deposit of processing fee as per the details appended at Annexure 'B'.

The owner shall re-submit the 3 sets of conveyance deed duly filled up, witnessed and by affixing recent passport size photographs

attested by the Gazetted Officer at the Reception Counter for its execution by the Estate Officer, Union Territory, Chandigarh.

After the execution, the owner will be informed telephonically to collect 2 sets of conveyance deed from the Reception Counter personally for getting it registered with Sub Registrar, U.T., Chandigarh within 120 days from its execution.

**Check list/Documents required:**

- a) Photocopy of receipt of Challan Form issued by Treasury Office, U.T., Chandigarh.
- b) Receipt of processing fee in original.

**Time to be taken:**

30 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

**3.3 ISSUANCE OF DUPLICATE COPY OF ALLOTMENT LETTER, POSSESSION SLIP AND PHYSICAL POSSESSION FORM.**

These important documents should be preserved carefully by the allottees. Duplicate copies can be issued in exceptional cases.

**Time to be taken:**

30 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

**Fees to be charged:**

The fees to be charges as per the details appended at Annexure 'B'.

**Detailed procedure:**

The detailed procedure to avail the service may be seen at Annexure 'C'.

**Check list/Documents required:**

- (a) Affidavit from the Applicant.
- (b) Indemnity Bond from the Applicant.
- (c) Original DDR or online report.



- (d) One Photograph of the Applicant Duly Attested by E.M./G.O.
- (e) Three Specimen Signatures of the Applicant Duly Attested by E.M/G.O.
- (f) Detail of payment.
- (g) Attested Copy of GPA (if the applicant is GPA holder).
- (h) Affidavit from GPA Holder.
- (i) Publication Charges.

### **3.4 ISSUANCE OF ALLOTMENT LETTER AND PHYSICAL POSSESSION.**

After the specific dwelling unit is allotted through draw of lots on their completion, allotment letter is issued for the acceptance of conditions of allotment laid therein and to deposit the requisite payment and documents within the specified time. On completion of these requirements the allottees are issued possession slip and a possession booklet for taking physical possession of site.

#### **I. PHYSICAL POSSESSION**

- (1) After obtaining possession slip and booklet, allottee is required to approach the Possession Office at site.
- (2) While taking over the physical possession of the dwelling unit the allottee must check the items handed over to him/her as per inventory given in the possession booklet.
- (3) Any defect/incompletion notice by the allottee, in the flat, while taking over the physical possession, be mentioned in the register maintained in the Possession Office.
- (4) Complaints other than normal maintenance shall be attended by CHB, up to a period of 30 days, after taking over the possession of the flat.
- (5) CHB shall not be responsible for any fault which may occur due to any additions/alterations carried out by the allottee in the original work done by CHB.

- (6) The maintenance/proper usage of the common portions and services shall be the responsibility of the Registered Agency or allottees/hirers if no Registered Agency for the purpose of Chapter IV of Chandigarh Housing Board (Allotment, Management and Sale of Tenements) Regulations, 1979, is formed by the group of allottee/hirers.
- (7) Every allottee shall be responsible for maintenance of individual services and rectification of defect causing damage to the adjoining unit(s) to the satisfaction of the allottee whose property has been damaged. In case, the allottee fails to get such defects rectified, CHB may rectify the same on receipt of a complaint by the concerned E.E. at the risk and cost of defaulting allottee and the amount so spent is recoverable as arrears of land revenue.
- (a) Booth/Bay Shops/SCF's/Sites etc. which were constructed and allotted by CHB itself; and
  - (b) Rehri/Motor/Day market Booths which were constructed by CHB and allotted by the Estate Officer, U.T., Chandigarh in various sectors of Chandigarh.

In case of properties at Sr. No 2 above, this office write to the Estate Officer, U.T., Chandigarh for supplying the complete record such as authenticated Photograph /Signatures /Copy of Allotment/ Possession/ Transfer letter/ Court case/ Cancellation letter etc. at the time of issuance of No Dues certificate because there can be Transfer of share of Lease Rights, Court cases involved and Cancellation Proceedings pending with them. This process involves a period of 2/3 months (approx.) till the Estate Officer, U.T., Chandigarh supply complete record and intimate any such Court Case/Cancellation proceedings etc. to this office.

This office can issue No Dues Certificate after receipt of complete record from the Estate Office, U.T., Chandigarh.

## **(II) PAYMENTS**

All payments in respect of the dwelling units are to be made in CHB account with the Bank as specified in the Acceptance-Cum-Demand letter/Allotment Letter. Delay in making the payments attracts penal interest and penalty/liquidated damages at the rate as given in the Allotment Letter. In case of **delay beyond three months**, the allotment shall be liable to be **cancelled**. The allottees should get their **accounts reconciled** with the Recovery Section annually in the month of **May/June** by submitting an application to the CAO giving details of payments.

### **Time to be taken:**

15 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

## **3.5 ISSUANCE OF NO DUE CERTIFICATE (NDC).**

### **Check list/Documents required:**

- (a) Detail of Payment.
- (b) Attested (by Notary) copy of GPA/Sub GPA (if applicant is GPA/Sub GPA holder).
- (c) Affidavit from GPA/Sub GPA Holder.

### **Time to be taken:**

15 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

### **Fees to be charged:**

The fees to be charges as per the details appended at Annexure 'B'.

## **3.6 ISSUANCE OF LUMP SUM PAYMENT CERTIFICATE.**

### **Check list/Documents required:**

- (a) Detail of Payment.

(b) Attested (by Notary) copy of GPA/Sub GPA (if applicant is GPA/Sub GPA holder).

(c) Affidavit from GPA/Sub GPA Holder.

**Time to be taken:**

15 working days as per the schedule appended at Annexure 'A'.

**Detailed procedure:**

The detailed procedure to avail the service may be seen at Annexure 'C'.

### **3.7 ISSUANCE OF INTEREST COMPONENT CERTIFICATE.**

An allottee can apply to the concerned AO along with following documents:

- (i) Details of payments made during the previous year ending 31<sup>st</sup> March.
- (ii) Original receipt of deposit of Processing Fee of Rs. 10/- at Reception Counter.

**Check list/Documents required:**

- (i) Detail of Payment.
- (ii) Original Receipt of processing fee.

**Time to be taken: 15 Days**

### **3.8 ISSUANCE OF PERMISSION FOR MORTGAGE OF RESIDENTIAL AND COMMERCIAL PROPERTIES.**

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) No interest or any other benefit shall be granted if any amount is paid in advance to the Chandigarh Housing Board.
- (3) 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.

- (4) 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.
- (5) No Tripartite Agreement shall be executed by the Chandigarh Housing Board for the purpose of raising loans.
- (6) In case of foreclosure of the mortgage/sale of the property, the mortgagee shall obtain prior permission of the CHB.

**Time to be taken:**

25 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

**Fees to be charged:**

The fees to be charges as per the details appended at Annexure 'B'.

**Detailed procedure:**

The detailed procedure to avail the service may be seen at Annexure 'C'.

**3.8 REFUND OF EARNEST MONEY OR OTHER DEPOSITS MADE.**

An applicant can surrender, prior to or after the allotment of D.U. and seek refund of the deposits as per Terms and Conditions of the Scheme/Allotment Letter.

**Check list/Documents required:** Acknowledgement in Original.

**Time to be taken:**

30 working days (excluding the period of public notice) as per the schedule appended at Annexure 'A'.

**ANNEXURE 'A'**

**THE TIME TO BE TAKEN FOR TRANSFER AT VARIOUS STAGES WITHIN CHB.**

<b>Action to be taken by respective branch &amp; concerned officer/official.</b>	<b>Issuance of NOC for transfer of lease hold rights</b>	<b>Mutation on the basis of Sale Deed/ Transfer Deed</b>	<b>Transfer on the basis of intestate demise/ Registered or Unregistered WILL</b>	<b>Transfer of license in respect of small flats under the Chandigarh Small Flats Scheme, 2006</b>	<b>Conversion from lease hold to free hold</b>	<b>Duplicate copy (such as allotment letter, physical slip &amp; physical possession</b>	<b>Issuance of allotment letter alongwith physical possession</b>	<b>Issuance of No due certificate (NDC)</b>	<b>Issuance of Lump sum payment certificate</b>	<b>Issuance of Interest component certificate</b>	<b>Permission for mortgage for residential/ commercial properties</b>	<b>Refund of Earnest money or other deposit made</b>
(a) Receipt of complete application by Reception Counter	1 day	1 day	1 day	1 day	1 day	1 day	1 day	1 day	1 day	1 day	1 day	1 day
(b) Preparation of public notice for 21 days at Reception Counter	2 days	2 days	3 days	3 days	NIL	3 days	NIL	NIL	NIL	Nil	Nil	NIL
(c) Time for inviting public objections through Public Notice.	21 days or As applicable (Period excluded in the time limit)	21 days or As applicable (Period excluded in the time limit)	21 days or As applicable (Period excluded in the time limit)	21 days or As applicable (Period excluded in the time limit)	NIL	15 days or As applicable (Period excluded in the time limit)	NIL	NIL	NIL	Nil	Nil	NIL
(d) Dealing Assistant to deal and put up the case to AO.	3 days	4 days	4 days	4 days	6 days	12 days	5 days	5 days	5 days	5 days	10 days	5 days
(e) AO to examine and send to Competent Authority.	3 days	3 days	4 days	4 days	5 days	-	NIL	NIL	NIL	NIL	NIL	5 days
(f) Secretary to dispose off the case.	3 days	3 days	4 days	4 days	5 days	-	NIL	NIL	NIL	NIL	NIL	4 days
(g) AO to issue transfer letter or required document/ convey the decision.	2 days	3 days	3 days	3 days	5 days	7 days	3 days	3 days	3 days	5 days	8 days	5 days
(h) Grace period	6 days	4 days	6 days	6 days	8 days	7 days	6 days	6 days	6 days	4 days	6 days	10 days
<b>(i) Total time to be taken by CHB for transfer of case including grace period.</b>	<b>20 days</b>	<b>20 days</b>	<b>25 days</b>	<b>25 days</b>	<b>30 days</b>	<b>30 days</b>	<b>15 days</b>	<b>15 days</b>	<b>15 days</b>	<b>15 days</b>	<b>25 days</b>	<b>30 days</b>

**ANNEXURE 'B'**

**FEE/ CHARGES TO BE CHARGED FOR VARIOUS TRANSFERS/ SERVICES.**

Category	Processing Fee (non refundable)					Publication Charges (non refundable if published) (To be deposited with SBI, CHB)	Transfer Fee (To be deposited with Axis Bank for ordinary cases and SBI, CHB in Tatkal cases)		
	Transfer of property (To be deposited at Reception Counter)	Permission to mortgage of residential and commercial properties in CHB.	Execution of Conveyance Deed (for residential properties).	Issuance of duplicate documents (for residential properties).	Conversion from lease hold to free hold (for residential properties).		Consensual Transfer	Blood Relationship	Addition/ deletion of name of spouse
<b>Small Flat under the Chandigarh Small Flats Scheme, 2006.</b>	Rs 200/- (Transfer of license in respect of Small Flat)	-	-	Rs. 200/-	-	Rs 10,000/-	-	-	-
<b>EWS/ORT/ One Room</b>	Rs.200/-	Rs 1,000/-	Rs.200/-	Rs. 200/-	Rs. 500/-	Rs 10,000/-	15% of the revised consideration Money or the unearned increase as notified by the Chd. Admn.	2 ½ % of the consideration money or the unearned increase as notified by the Chandigarh. Admn.	2 ½ % of the consideration money or the unearned increase as notified by the Chandigarh Admn.
<b>LIG/Cat-IV/ One BR</b>	Rs.1,000/-	Rs 2,500/-	Rs.1,000/-	Rs. 200/-	Rs. 2,500/-	Rs 10,000/-			
<b>MIG/Cat-III/2 BR</b>	Rs.3,000/-	Rs 5,000/-	Rs.3,000/-	Rs. 300/-	Rs. 5,000/-	Rs 10,000/-			
<b>HIG/Cat-I/II/3 BR</b>	Rs.4,000/-	Rs 7,500/-	Rs.4,000/-	Rs. 500/-	Rs. 7,500/-	Rs 10,000/-			
<b>HIG (Independent)</b>	Rs. 6,000/-	Rs 10,000/-	Rs.6,000/-	Rs. 500/-	Rs. 10,000/- (for MIG (I) & HIG (I) flats)	Rs 10,000/-			
<b>Commercial (Convenient shops/ small booths)</b>	Rs. 10,000/-	Rs 20,000/-	-	-	-	Rs 20,000/-	Rs 7,00,000/- (for auctioned property) and <b>un-earned increase</b> shall be charged for non-auctioned property	5 % of the consideration money or the unearned increase as notified by the Chandigarh. Admn.	5 % of the consideration money or the unearned increase as notified by the Chandigarh Admn.
<b>Commercial (bay shops/ shops-cum-flats)</b>	Rs. 10,000/-	Rs 20,000/-	-	-	-	Rs 20,000/-			

**Note: GST, as applicable, will be charged extra in addition to above said fees/charges.**

**ANNEXURE 'C'**

**PROCEDURE TO BE FOLLOWED FOR THE SERVICES BEING PROVIDED BY CHANDIGARH HOUSING BOARD.**

- 1) The applicant shall apply to avail the services being provided by CHB, as mentioned at page No 4, at the reception counter of CHB.
- 2) The applicant (s) shall submit the application form duly filled in all respect as per checklist with all requisite documents as applicable along with copy of **Aadhar Card**.
- 3) The Reception Assistant 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 Reception Assistant 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 Superintendent/Section Officer. He/ She (Superintendent/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 requisite document(s) in his/her competency or send further to the Competent Authority for necessary approval.
- 5) The whole process shall be completed in the stipulated time frame as mentioned in Annexure 'A'.