

No. CHB-CEO/PA/2022/214


Dated: 15.11.2022

**ORDER**  
**(Receipt of Applications/Dak at the Reception)**

To avoid objections at later stage and to avoid delay in the processing of applications, the concerned officials at the Reception of CHB should ensure that the applications submitted at the Reception are complete in all respect. In case of deficiency, the same should be conveyed to the applicant with a polite suggestion to submit the application after removing the deficiencies. The applicants need to be properly and patiently guided while expressing inability to accept incomplete applications. However, in case of any issue, the Chief Liaison Officer to take a final call about acceptance of an application at the Reception.

2. Further to avoid un-necessary shuttling of the Applications/Dak between Reception and Branches/Sections, it has been decided that:

- a) Once an Application/Dak has been accepted at the Reception then the concerned Branch/Section cannot return/refuse the same on the ground of there being some deficiency. The concerned Branch/Section may bring the aspect of incomplete/deficient application in the notice of the Chief Liaison Officer and then process the same for getting required information/documents from the applicant to remove the deficiency. In case the applicant fails to remove the deficiency within a reasonable time, the incomplete/deficient application may be rejected instead of keeping the same pending.
- b) The sealed envelopes/Letters addressed to various sections/branches of CHB which have been received at the Reception, either in persons or through post, to be sent to the Branch/Section which is related with the subject matter. In case the issue relates to other office/organisations then the Branch/ Section to forward the said letter to that office/organisation.

  
(Yashpal Garg, IAS)  
Chief Executive Officer

To,

1. Secretary, Chandigarh Housing Board, Chandigarh
2. Chief Engineer, Chandigarh Housing Board, Chandigarh
3. Chief Accounts Officer, Chandigarh Housing Board, Chandigarh
4. Enforcement Officer, Chandigarh Housing Board, Chandigarh
5. Senior Law Officer, Chandigarh Housing Board, Chandigarh
6. Administrative Officer, Chandigarh Housing Board, Chandigarh
7. All Account Officers/Section Officers, Chandigarh Housing Board, Chandigarh
8. Chief Liaison Officer, Chandigarh Housing Board, Chandigarh
9. System Analyst, Chandigarh Housing Board, Chandigarh to up-load on the website