

No. 121

Dated 14-11-2023

ORDER

In order to make the process of file inspection more convenient to the visitors, the following instructions/guidelines are hereby issued in public interest: -

1. The Advocates, authorized by the allottee/transferee, to use their printed letter pads for 'Inspection Applications' of property files and the same should be marked by the concerned Accounts Officer to the Record Room Manager;
2. The timing of file inspection is for an hour from 11:00 AM to 12:00 Noon on all working days;
3. The above inspection applications are to be supported by an 'Authority Letter' of the present Allottee/Owner/ Transferee signed with **Blue Pen only** alongwith self attested ID proof;
4. File inspection for Bank Lien Marking must reflect complete details i.e. Owner's/ Allottee's Name, D.U. No. and Sector;
5. Against one file inspection application only one advocate/person is to be allowed to enter the Record Room;
6. Usage of Mobile Phones is strictly prohibited during inspection to avoid the possibilities of clicking pictures of property files;
7. In case, signature of the Owner/Allottee/Transferee has changed due to any reason, the file inspecting Advocate/Person will produce fresh Specimen Signatures, duly attested by Gazetted Officer/Notary Public;

In case, the concerned Accounts Officer of the property file is not available in the office due to any reasons than the Chief Liaison Officer will mark the applications for inspection of the property files.

Chief Executive Officer,
Chandigarh Housing Board,
Chandigarh.

Date: 08-11-2023 .

Endst. No. HB(S)/EA-III/2023/1256780

Dated: 14-11-2023

A copy is forwarded to the following for information and necessary action:

1. The Chief Engineer, Chandigarh Housing Board, Chandigarh;
2. The Superintending Engineer I/II, CHB;
3. The Chief Accounts Officer, CHB;
4. The Enforcement Officer/EE-I/II/III/IV/V/VI (PH. Divn.)/VII/ VIII/ Architect, CHB;
5. The AO-I/II/III/IV/V/Colony/ Reception/ PMAY, SO-I/II/ Pre-allotment, SLO, CHB;
6. The Incharge, Computer Section, CHB - for uploading on CHB website;
7. The Records Room Manager, CHB - for displaying the instructions for the visitor.
8. Notice Board - for general information.
9. P.A. to Chairman/Secy/C.E.O, CHB for kind information of officers;
10. Office order file.

AKM
Secretary 10/11/23
Chandigarh Housing Board,
Chandigarh.