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(2011)

(Authoritative English Text of this Department Notification No. HSG-A(3)-3/2011 dated 16/01/2012 as required under clause (3) of Article 348 of the Constitution.)

**Government of Himachal Pradesh
Housing Department**

No. HSG-A(3)-3/2011

Dated, the Shimla 16/1/2012

NOTIFICATION

In exercise of the powers conferred under section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011 and Rule-4 of the Himachal Pradesh Public Service Guarantee Rules, -2011, the Governor Himachal Pradesh is pleased to notify various services, authorities & time limits in respect of Himachal Pradesh Housing & Urban Development Authority, for the purpose of the Act as under :-

| Sr. No. | Name of service | Designated Officer | Format of the application to obtain service | List of documents required to service | Person who can request for service | Time limit for service | First Appellate Authority | Remarks |
|---------|---|----------------------------|---|--|---|------------------------|---------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Enquiries regarding instalments/dues | Chief Accounts Officer | On plain paper | Particular of House/Plot/ Flat No. and name of the colony. | Allottees of Plots/ Flats/ Houses in various Housing Colonies of HIMUDA | Two weeks | CEO-cum-Secretary | -- |
| 2 | Mortgage Permission: | | | | | | | |
| | i) For residential units. | i) Administrative Officer. | On plain paper | | Concerned allottees. | Two weeks | CEO-cum-Secretary | |
| | ii) For Industrial/ Commercial/ Institutional units | i) CEO-cum-Secretary | On plain paper | | Concerned allottees | Two weeks | Secretary (Hsg.) | |

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|----|--|---|--|--|---------------------|------------------------------|---|
| 3. | i) No Dues Certificate Regarding maintenance charges/ Certificate of non-encroachment/ unauthorised Construction. ii) No dues Certificate regarding full and final payment of Houses/ Plots/Flats | Concerned Executive Engineer/ Assistant Engineer CEO-cum-Secretary | On plain paper. On plain paper. | | Concerned allottees | Two weeks Three Weeks | CEO-cum-Secretary Secretary (Hsg.) |
| 4 | Conveyance Deed | CEO-cum-Secretary | - | i) Non judicial stamp papers of required value alongwith 20 judicial paper. ii) 3 Copies of allotment letter. iii) No due certificate and Non encroachment certificate issued by the concerned AE. iii) Photo identity. | Concerned Allottee | One week | Secretary (Hsg.) |

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|----|----------------------------------|---|--|--|--------------------|-------------|-------------------|---|
| 5. | Issue of possession letter. | Administrative Officer | | | Concerned Allottee | One week | CEO-cum-Secretary | After execution of HPTA/ Conveyance deed/ Lease deed. |
| 6. | Registration of Conveyance Deed. | Concerned Asstt. Engineer | | | Concerned Allottee | Eight weeks | CEO-cum-Secretary | Subject to the deposit of requisite fee in the office of Registrar. |
| 7. | Sanction of building plans | CEO-cum-Secretary | On plain paper along with requisite fee. | i) No dues Certificate from Concerned Executive/ Asstt. Engineer w.r.t. maintenance /water charges. ii) Four copies of building plan. | | Four weeks. | Secretary (Hsg.) | |
| 8. | Completion Certificate | Executive Engineer concerned/ Local Body. | On plain paper | Report of Assistant Engineer concerned duly supported by building Plan. | | Two weeks | CEO-cum-Secretary | |
| 9. | Refund. | CEO-cum-Secretary | on plain paper | | | Four weeks | Secretary (Hsg.) | |

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| 10. | Water/ Sewerage connect- ion. | Execut- ive Engineer concern- ed | on plain paper | Receipt of the deposit of requisite fee. | Concerned allottee. | Four weeks | CEO- cum- Secretary |
| 11. | Transfer of allotment of House/ Plot/Flat. | CEO- cum- Secretary | On plain paper. | i) Affidavit from the allottee to sell the unit. ii) Affidavit from the purchaser to abide by allotment Rules of the Authority. iii) Receipt of the up-to- date dues/ levy charges in the case of Plot. iv) Receipt of transfer charges. v) No due Certificate. vi) Certifi- cate of non- encroach- ment/un- authorised construction from concerned AE. | Concerned allottee. | Six Weeks | Secretary (Hsg.). |

➤ Time limit shall apply, if the case is in order.

The request for service on the application/Form prescribed alongwith specified documents can be made to the designated officer or to a person subordinate to him authorised to receive such applications. An acknowledgement will be issued as per Form No.1 prescribed in "Himachal

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Pradesh Service Guarantee Rules, 2011." All designated officers are required to issue order for authorized person and display in the Notice Board as per section 5 of the Act.

An Appeal under Section 6 can be filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limit.

An Appeal against the order of the First Appellate Authority can be filed before the State Information Commission, Himachal Pradesh who is the second Appellate Authority.

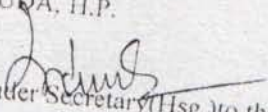
By Order

Principal Secretary(Hsg.)to the
Government of Himachal Pradesh

Dated Shimla-2, the 16/01/2012

Endst. No. Even.

1. The Secretary(AR) to the Government of Himachal Pradesh.
2. CEO-cum-Secretary, HIMUDA, Nigam Vihar, Shimla-2.
3. Private Secretary to the Principal Secretary(Hsg.)to the Government of H.P.
4. Administrative Officer, HIMUDA, Nigam Vihar, Shimla-2.
5. Chief Accounts Officer, HIMUDA, Nigam Vihar Shimla-2.
6. All the Executive Engineers/Asstt. Engineer, HIMUDA, H.P.


Under Secretary(Hsg.)to the
Government of Himachal Pradesh