

Haryana State Industrial & Infrastructure Dev. Coprn. Ltd., Panchkula

Office Order

In supersession of office order issued under Endst. No. HSIIDC:PER:2015:2976-2977 dated 18/08/15, the services to be provided to the citizens in pursuance of State Government notification No.7/31/2014-3AR dated 15.02.2016 under Haryana Right to Service Act, 2014 in the prescribed time period by HSIIDC are as under:

Sr. No.	Name of Service	Given Time Limit (work ing days)	Designated officer	First Appellate Authority	Second Appellate Authority
1	Sanction of Building plans/ revised building plans(Industrial/Residential)	15 days	DTP/STP Concerned	CTP	MD
2	Sanction of Building plans/ revised building plans (Commercial)	30 days	DTP/STP Concerned	CTP	MD
3	Issue of completion/ occupation certificate for buildings	15 days	DTP/STP Concerned	CTP	MD
4	Issue of No objection Certificate/ Duplicate Allotment/Re-allotment letter	20 days	Estate Manager	HOD (Estate)	MD
5	Issue of Conveyance deed	15 days	Estate Manager	HOD(Estate)	MD
6	Issue of No due Certificate	15 days	Estate Manager	HOD (Estate)	MD
7	Transfer of plots in cases of sale etc.	30 days	Estate Manager	HOD(Estate)	MD
8	Transfer of Plots (uncontested)	45 days	Estate Manager	HOD(Estate)	MD
9	Issue of permission for mortgage	30 days	Estate Manager	HOD(Estate)	MD
10	Attested copy of any document	3 days	Estate Manager	HOD(Estate)	MD
11	Change of ownership (other than death cases)	30 days	Estate Manager	HOD(Estate)	MD
12	Demarcation of plots	05 days	Field Incharge	HoD (IA)	MD
13	Issue of Plinth level certificate	07 days	Field Incharge	HoD (IA)	MD
14	Water and Sewerage Connection	15 days	DGM/AGM (Incl. Estate)	HoD(Estate)	MD
15	Allotment of land/Shed in IE/IDA	60 days	DGM/Addl. GM (Incl. Estate)	GM/HoD(Estate)	MD

The officers mentioned against each service are advised to adhere to the notification of State Govt. and provide the services to the citizens as per the above schedule.

Dated, Panchkula
The 09th January, 2017

Sandeep Chawla
General Manager(P&A)

Endst.No. HSIIDC: PER: 2017: 6457-6458

Dated: 16/01/17

A copy of the above is forwarded for information and necessary action to:-

1. All concerned HoDs/Field Incharges.
2. All concerned officers.
3. Concerned file.


Senior Manager (P&A)
For Haryana State Indl. & Infra.Dev.Coprn.Ltd.