

(AUTHORITATIVE ENGLISH TEXT OF NOTIFICATION NUMBER 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 Public Service Guarantee Act, 2011 and Rule-4 of the Himachal Pradesh Public Service Guarantee Rules, 2011, the Governor of 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	Fee	Remarks
1	2	3	4	5	6	7	8	9	10
1.	Enquiries regarding installments/dues	Chief Officer Accounts	On plain papers	Particular House/Plot/Flat No.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	Request from the allottee alongwith bank consent	Concerned allottee	Two weeks	CEO-cum-Secretary	----	--
	ii) For Industrial/ Commercial/ Institutional Units	ii) CEO-cum-Secretary	On plain paper	Request from the allottee alongwith bank consent	Concerned allottee	Two weeks	Secretary (Hsg)	--	--
3.	No Dues Certificate: i) regarding maintenance charges/ certificate of non-encroachment/ un-authorized construction.	Concerned Executive Engineer/Assistant Engineer	On plain paper	Request from the allottee	Concerned allottee	Two weeks	CEO-cum-Secretary	--	--

	ii) regarding full and final payment of Houses/ Plots/Flats	CEO-cum-Secretary	On plain paper	Request from the allottee	Concerned allottee	Three weeks	Secretary(Hsg)	--	--
4.	Conveyance Deed	CEO-cum-Secretary	---	i) Non judicial stamp papers of required value along with 20 judicial paper. ii) 3 copies of allotment letter. iii) No due certificate and non-encroachment certificate issue by the concerned AE. iv) Photo identity	Concerned Allottee	One week	Secretary (Hsg)	--	--
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 or 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 Engineer/Asstt. Engineer w.r.t. maintenance/ water charges. ii) Four copies of building plan	----	Four weeks	Secretary(Hsg)	Detail of fee uploaded to website	
8.	Completion certificate	Executive Engineer concerned/Local Body	On plain paper	Report of Asstt. Engineer concerned duly supported by building plan.	----	Two weeks	CEO-cum-Secretary	---	--
9.	Refund	CEO-cum-Secretary	On plain paper	---	--	Four weeks	Secretary(Hsg)	---	--
10.	Water/Sewerage connection	Executive Engineer concerned	On plain paper	Receipt of the deposit of requisite fee	Concerned allottee	Four weeks	CEO-cum-Secretary	Detail of fee uploaded to website	--
11.	Transfer of allotment of	CEO-cum-Secretary	On plain paper	i) Affidavit from the allottee to sell the unit.	Concerned allottee	Six weeks	Secretary (Hsg)	Detail of fee	--

	House/Plot/Flat			ii) Affidavit from the purchaser to abide by the allotment rules of the Authority. iii) Receipt of the up-to-date dues/levy charges in the case of plot. iv) Receipt of transfercharges. v) No due certificate. vi) Certificate of non-encroachment/unauthorized construction from concerned AE				uploaded to website	
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➤ Time limit shall apply, if the case is in order.

The request for service on the application/form prescribed along with specified documents can be made to the designated officer or to a person subordinate to him authorized to receive such applications. An acknowledgement will be issued as per Form No.1 prescribed in “Himachal 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 Second Appellate Authority.

Sd/-
Principal Secretary(Hsg) to the
Government of Himachal Pradesh