

FORM –II

(See rule 4)

INFORMATION RELEVANT TO HIMUDA UNDER H.P. PUBLIC SERVICE GUARANTEE ACT, 2011**NAME OF THE OFFICE: H.P. HOUSING & URBAN DEVELOPMENT AUTHORITY, NIGAM VIHAR SHIMLA-2 (HEAD OFFICE)**

Sr. No.	Name of the Service/Public Service.	Name of Designated Officer	Documents to be attached with the application (list enclosed)	Stipulated time limit for providing service(s)	Name and address of the first appellate authority	Stipulated time limit for disposal of first appeal.	Name and address of the second appellate authority.
1.	Inquiries regarding instalments/dues.	Sh.Chander Shakher Chief Accounts Officer (for Head Office).	Particular of House/Plot/Flat No. and name of colony.	Two weeks	Er.Dinesh Kashyap CEO-cum-Secretary.	30 days	State Information Commissioner
2.	Mortgage Permission: i)For residential units. ii)For Industrial/ Commercial/ Institutional units.	Smt. Nirdosh Chauhan Admin. Officer Er.Dinesh Kashyap CEO-cum-Secretary.	-	Two weeks Two weeks	Er.Dinesh Kashyap CEO-cum-Secretary. Secretary (Hsg).	30 days	-do-
3.	i)No Dues Certificate regarding full and final payment of Houses/Plots/Flats.	Er.Dinesh Kashyap CEO-cum-Secretary.	-	Three weeks	Er.Dinesh Kashyap CEO-cum-Secretary.	30 days	State Information Commissioner
4.	Conveyance Deed	Er.Dinesh Kashyap CEO-cum-Secretary.	i)Non judicial stamp papers of required value alongwith 20Nos. judicial papers. ii)3 copies of allotment letter. iii)No due certificate and Non encroachment certificate Issued by the concerned AE. iv) Photo identity.	One week	Secretary (Hsg).	30 days	State Information Commissioner
5.	Issue of possession letter	Smt. Nirdosh Chauhan Admin. Officer	-	One week	Er.Dinesh Kashyap CEO-cum-Secretary.	30 days	State Information Commissioner

6.	Sanction of building plan	Er.Dinesh Kashyap CEO-cum-Secretary.	i)No certificate concerned Executive/Asstt. Engineer w.r.t. maintenance/ water charges. ii)Four copies of building plan	Four weeks	Secretary (Hsg).	30 days	-do-
7	Refund	Er.Dinesh Kashyap CEO-cum-Secretary.	-	Four weeks	Secretary (Hsg).	-do-	-do-
8.	Transfer of allotment of House/Plot/Flat	Er.Dinesh Kashyap CEO-cum-Secretary.	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 upto-date dues/ levy charges in the case of Plot. iv)Receipt of transfer charges. v) No dues Certificate. vi) Certificate of non-encroachment/ unauthorized construction from concerned AE.	Six weeks.	Secretary (Hsg).	-do-	State Information Commissioner

(1) Name and designation of the person authorized to receive application(s) in the office of the designated officer.

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(2) Time limit for filing the first appeal:

Applicant may file an appeal to the first Appellate Authority within 30days from the date of rejection of application or the expiry of the stipulated time limits as the case may be.

(3) Time limit for filing the second appeal

Within sixty days from the date of decision of the first appellate authority.

Sd/-
CEO-cum-Secretary,
HIMUA, Shimla-2