

Name of the Department:-HSIIDC

Sr. No.	Name of Service	Given Time Limit (Working days)	Designated Officer	First Grievances Redressal Authority	Second Grievances Redressal Authority
1	2	3	4	5	6
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 Certification/ Duplicate Allotment/Re-allotment letter	20 days	Estate Manger	HOD (Estate)	MD
5	Issue of conveyance deed	15 days	Estate Manger	HOD (Estate)	MD
6	Issue of No due certificates	15 days	Estate Manger	HOD (Estate)	MD
7	Transfer of plots in case of sale etc.	30 days	Estate Manger	HOD (Estate)	MD
8	Transfer of Plots (uncontested)	45 days	Estate Manger	HOD (Estate)	MD
9	Issue of permission for mortgage	30 days	Estate Manger	HOD (Estate)	MD
10	Attested copy of any document	03 days	Estate Manger	HOD (Estate)	MD
11	Change of ownership (other than death case)	30 days	Estate Manger	HOD (Estate)	MD
12	Demarcation of plots	05 days	STP/DTP	CTP	MD
13	Issue of Plinth level certificate	07 days	STP/DTP	CTP	MD
14	Water and Sewerage Connection	15 days	DGM/AGM Industrial Estate	HOD (Estate)	MD, HSIIDC
15	Allotment of Land/Shed in IE/IDA	60 days	DGM/Addl. GM (Industrial Estate)	GM, HSIIDC	MD, HSIIDC