

Name of the Department:- HUDA

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	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
2	Issue of Compeltion/ Occupation Certificates for buildings	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
3	Issue of No objection Certificate(Transfer permission)/ duplicate allotment letter/re-allotment letter	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
4	Issue of Conveyance deed	20 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
5	Issue of No due Certificate	10 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
6	Transfer of property in case of sale	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
7	Transfer of property in case of death (Uncontested)	45 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
8	Issue of permission for mortgage	07 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
9	Attested copy of documents	05 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
10	Change of ownership (other than death cases)	15 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
11	Demarca-tion of plots	05 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.

12	Issue of Plinth (DPC) Certificate	05 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
13	Water Supply and Sewerage Connection	10 days	Concerned Executive Engineer, HUDA/SDE HUDA	Concerned Superintendent Engineer	Superintendent Engineer Headquarters.
14	Sanction of Water supply and Sewerage Connection (industrial)	10 days	Concerned Executive Engineer, HUDA/SDE HUDA	Concerned Superintendent Engineer	Superintendent Engineer Headquarters.
15	Mortgage 1st Charge (Industrial)	15 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator, HUDA HQs.
16	Water Connection	5 days Residential 7 days Commercial/ Industrial	1.Junior Engineer, 2.Sub Divisional Engineer & 3.Executive Engineer	Superintending Engineer	Administrator