

**Name of the Department:- Housing Board**

<b>Sr. No.</b>	<b>Name of Service</b>	<b>Given Time Limit (Working days)</b>	<b>Designated Officer</b>	<b>First Grievances Redressal Authority</b>	<b>Second Grievances Redressal Authority</b>
1	2	3	4	5	6
1	Issue of No Objection Certificate/Duplicate Allotment/Re-allotment Letter	21 days	Estate Manager of concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
2	i)Issue of Conveyance Deed	15 days	Estate Manager of concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
	ii)Issue of Conveyance	45 days	Estate Manager of concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
3	Issue of No Due Certificate	30 days	Estate Manager of concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
4	Transfer of property in case of sale	15 days	Estate Manager of concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
5	Transfer of property in case of death (uncontested)	45 days	Estate Manager of concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
6	Issue of permission for mortgage	07 days	Estate Manager of concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
7	Attested copy of any document	07 days	Estate Manager of concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
8	Change of Ownership (other than Death Cases)	45 days	Estate Manager of concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
9	Demarcation of Plot	21 days	Sub Divisional Engineer	Executive Engineer	Chief Engineer