

**CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL**

**NOTIFICATION**

No. 28/67/1-IH (9)-2025/ 16663

Dated: 09/12/25

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014, as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of **Chandigarh Housing Board, Chandigarh**, for the purposes of the Acts, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Chandigarh Housing Board	Issuance of No Objection Certificate for transfer of lease rights:- With Consideration Between husband and wife Within blood relation	20 days	Branch Head (AO)	Secretary, Chandigarh Housing Board	Chief Executive Officer, Chandigarh Housing Board	Excluding the period of public notice
2	-do-	Mutation of property on the basis of:- Sale Deed/ Transfer Deed/Gift Deed etc. (for free hold properties only) Deed of transfer of lease hold rights (in case of lease hold properties)	20 days	-do-	-do-	-do-	-do-
3	-do-	Transfer on the basis of: a) Intestate Demise b) Registered Will c) Probated Will	25 days	-do-	-do-	-do-	-do-
4	-do-	Issuance of duplicate copy of allotment letter, possession slip and physical possession form	30 days	-do-	-do-	-do-	-do-
5	-do-	Conversion from lease hold to free hold in respect of dwelling units	30 days	-do-	-do-	-do-	
6	-do-	Execution of Lease Deed	15 days	-do-	-do-	-do-	
7	-do-	Un-earned increase shall be calculated and intimation thereof shall be given to the office of Registrar Co-operative Societies on receipt of request from them	15 days	-do-	-do-	-do-	

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8	Chandigarh Housing Board	Issuance of Allotment letter alongwith physical possession	15 days	Branch Head (AO)	Secretary, Chandigarh Housing Board	Chief Executive Officer, Chandigarh Housing Board	
9	-do-	Issuance of No Dues Certificates	15 days	-do-	-do-	-do-	
10	-do-	Issuance of Lump sum payment certificate	15 days	-do-	-do-	-do-	
11	-do-	Issuance of Interest component certificate	15 days	-do-	-do-	-do-	
12	-do-	Issuance of permission for mortgage of residential and commercial properties of CHB	25 days	-do-	-do-	-do-	
13	-do-	Refund of Earnest money or other deposits made	30 days	-do-	-do-	-do-	AS per terms & conditions of the scheme
14	-do-	Application for finalization of payments	15 days	Accounts Officer/ Concerned Branch in-charge	-do-	-do-	

- (i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects
- (ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, **Chandigarh Housing Board, Chandigarh** or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated  
the 4<sup>th</sup> December, 2025

Endst.No.28/67/1-IH(9)-2025/ 16663-A

Administrator  
Union Territory, Chandigarh

Dated: 09/12/25

A copy is forwarded to the Chief Commissioner, Chandigarh Right to Service Commission w.r.t. Letter Nos.PS/CRTSC/2023/118 dated 17.03.2023, for information and necessary action.

*AKM*  
09/12/25

Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/ 16664

A copy is forwarded to each of the Administrative Secretaries/Heads of Departments/Heads of Boards/ Corporations for information and necessary action.

*AKM*  
09/12/25

Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/ 16665

A copy is forwarded to Chief Executive Officer, Chandigarh Housing Board, Chandigarh, for information and necessary action.

*AKM*  
09/12/25

Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh