

**CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL**

**NOTIFICATION**

No. 28/67/1-IH(9)-2026/73238

Dated: 30.03.2026

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and 28/67/1-IH(9)-2025/8653 dated 26.06.2025 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 **Estate Office, Union Territory, Chandigarh**, for the purposes of the Acts, ibid 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.	Estate Office	No Objection Certificate (NOC) for sale/gift/ transfer of lease rights (uncontested)	50 days*	Assistant Estate Officer	Estate Officer	Secretary Estate	* should be deemed to be extended for another 60 days in case any objection is received at any stage or a court case is involved.
2.	-do-	Change of ownership /lease-hold rights on the basis of Sale deed/Gift deed/ transfer of lease rights (uncontested)	30 days*	-do-	-do-	-do-	
3.	-do-	Transfer on any basis e.g. intestate death/ registered/un-registered Will/Court Decree/family settlement, etc. where issuance of Public Notice is required (uncontested).  Change of Ownership on any basis e.g. intestate death registered/un-registered Will/Court Decree/family settlement etc. on application after Public Notice (uncontested).	40 days*  20 days*	-do-	-do-	-do-	
4.	-do-	Permission to Mortgage	35 days	Assistant Estate Officer	Estate Officer	Secretary Estate	
5.	-do-	Grant of extension in time limit for construction	35 days	-do-	-do-	-do-	
6.	-do-	Calculation and intimation of pending dues	35 days	Branch Incharge	Asstt. Estate Officer	Estate Officer	
7.	-do-	Issuance of No Dues Certificate (NDC) after depositing the dues, if any	15 days	-do-	-do-	-do-	
8.	-do-	Revalidation of NOC	15 days	-do-	-do-	-do-	
9.	-do-	Issuance of No Dues Certificate (NDC) of Estate Office loan	15 days	Accounts Officer (Audit)	-do-	-do-	
10.	-do-	Execution of lease deed/conveyance deed after issuance of allotment letter	30 days	Assistant Estate Officer	Estate Officer	Secretary Estate	
11.	-do-	Issuance of Receipt after depositing of demand draft	15 days	Branch Incharge	Asstt. Estate Officer	Estate Officer	
12.	-do-	Issuance of Allotment letter after payment of full consideration money	20 days	Assistant Estate Officer (Concerned)	Estate Officer	Secretary Estate	
13.	-do-	Offer of Possession after execution of conveyance deed/lease deed	07 days	Assistant Estate Officer	Estate Officer	Secretary Estate	
14.	-do-	Conversion from lease hold to free hold	35 days	-do-	-do-	-do-	
15.	-do-	New Karta of Hindu Undivided Family where issuance of public notice is required	35 days	-do-	-do-	-do-	
16.	-do-	New Karta of Hindu Undivided Family (HUF) after public notice	20 days	-do-	-do-	-do-	
17.	-do-	Dissolution of Hindu Undivided Family	35 days	-do-	-do-	-do-	
18.	-do-	Change of Partners In Partnership firm (where issuance of public notice required)	35 days	-do-	-do-	-do-	
19.	-do-	Change of Partners in partnership firm after public	20 days	-do-	-do-	-do-	

*AKM*

		notice					
20.	Estate Office	Transfer on the basis of dissolution of Partnership firm	35 days	Assistant Estate Officer	Estate Officer	Secretary Estate	
21.	-do-	Issuance of duplicate copies, (such as allotment letter, possession slip/physical possession form)	20 days	Branch Incharge	Asstt. Estate Officer	Estate Officer	
22.	-do-	Verification of fresh and revised building plans (under self-certification)	30 days	SDO(B)	-do-	-do-	
23.	-do-	Sanction of fresh and revised building plans for Institutional building, Commercial building, petrol pumps and residential building above 2 Kanal as approved by PAC (U)	45 days	Assistant Estate Officer (Concerned)	Estate Officer	Secretary Estate	
24.	-do-	Grant of Plinth/ DPC level	20 days	SDO (B)	Assistant Estate Officer	Estate Officer	
25.	-do-	Grant of Occupation Certificate upto 2 Kanal (Residential, Institutional and Commercial buildings)	45 days	Assistant Estate Officer (Concerned)	Estate Officer	Secretary Estate	
26.	Estate Office	Grant of Occupation Certificate above 2 Kanal (Residential, Industrial & Institutional Buildings) Petrol pumps approved by PAC(U) Committee	60 days	-do-	-do-	-do-	
27.	-do-	Redemption of deed	30 days	Tehsildar (Revenue)	-do-	-do-	
28.	-do-	Conversion of property from Shop-cum-Flat (SCF) to Shop-cum-Office (SCO)	30 days	Assistant Estate Officer	Estate Officer	Secretary Estate	
29.	-do-	Conversion of property from Shop-cum- Office (SCO) to Shop-cum-Shop (on 1 <sup>st</sup> and 2 <sup>nd</sup> Floors	30 days	Assistant Estate Officer	Estate Officer	Secretary Estate	
30.	-do-	Conversion from office use to Commercial use (Upper Floor(s))	45 days	-do-	-do-	-do-	
31.	Estate Office	Conversion of property from Showroom to Office (2 <sup>nd</sup> Floor) only	30 days	Assistant Estate Officer	Estate Officer	Secretary Estate	
32.	-do-	Any type of corrections in all kinds of services being provided by the Estate Office	30 days	-do-	-do-	-do-	
33.	-do-	Issuance of any kind of NOC to the Excise & Taxation Department on receipt of request from that Department	15 days	SDO (Building)	Assistant Estate Officer	Estate Officer	
34.	-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	Assistant Estate Officer	Estate Officer	Secretary Estate	
35.	-do-	Grant of permission/ renewal of Paying Guest	40 days	-do-	-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, Estate Office, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.


Chandigarh dated  
the 24<sup>th</sup> March, 2026

Endst. 28/67/1-IH(9)-2026/73238A

Administrator  
Union Territory, Chandigarh

Dated: 30.03.2026

A copy is forwarded to the Chief Commissioner, Chandigarh Right to Service Commission w.r.t. Letter No. PS/CRTSC/2023/118 dated 17.03.2023, for information and necessary action.

  
30/03/26  
Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Endst. No. 28/67/1-IH(9)-2026/73238B

Dated: 30.03.2026

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

AKM  
30/03/26

Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Endst. No. 28/67/1-IH(9)-2026/73238C

Dated: 30.03.2026

A copy is forwarded to the Estate Officer, Union Territory, Chandigarh, for information and necessary action.

AKM  
30/03/26

Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh