

Chapter 16

Particulars of Facilities available to Citizens for Obtaining Information

[Section 4(1)(b)xv]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

SI No.	Subject	Time schedule for disposal of the applications
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PLANNING WING

1	Change of land use for industrial Change of land use for non industrial	120 days 30 days
2	Technical Clearance of buildings	15 days
3	Layout Approval	21 days
4	No Objection certificate	7 days
5	Land Use Certificate	5 days

ENGINEERING WING

1	Release of EMD of unsuccessful Tenderers	2 days
2	Attending rectifications in buildings of Housing schemes within the defect liability period	10 days
3	Leakages / plumbing defects in old shopping complexes / houses / buildings minor nature	3 days
4	Leakages /plumbing defects in old shopping complexes / houses / building Major defects	15 days
5	Permissions in shops / office complexes	10 days

SI. No.	Subject	Time schedule for disposal of the applications
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ADMINISTRATION WING

1	Allotment of Auditorium / Kalyanamandapam / Children Theatre	2 days
2	Allotment of unsold vacant sites/ vacant houses on application	10 days
3	Exchange of VUDA land to land losers	30 days
4	Issue of Non Acquisition certificate	7 days
5	Allotment of shops / stalls / Bunks / office accommodations on requisition	7 Days
6	Refund of deposits to unsuccessful allottees	7 days
7	Refund of excess amount paid	7 days
8	Transfer of allotment in favour of legal Heir after furnishing all required documents	3 days
9	Sending of receipts for the payments made by post	3 days
10	Handing over of sites / houses after paying the required amount	5 days
11	Allotment of additional extent after survey	7 days

ACCOUNTS WING		
1	Credit verification of the allottees payments	3 days
2	Refund of house / site deposits to the allottees	3 days
3	Paying of Miscellaneous bills	3 days

12	Furnishing of break up particulars for the amounts paid for I.T	3 days
13	Supply of Computer Account copy	3 days
14	Issue of No objection certificate for obtaining loan from any financing agency for clearing the amounts due/ construction purpose	3 days
15	Sending of letter for submission of required documents for Sale Permission	7 days
16	Issue of sale permission after receipt of all required documents	3 days
17	A) Issue of intimation for payment of balance cost and submission of required documents	10 days
	B) Registration after receipt of all documents as at (A) above	3 days