

**HSVP Services notified under Haryana Right to Service Act, 2014**

Sr. No.	Name of service	Given time limit (0-30 days)	Designated officer	First Grievances Redressal Authority	Second Grievances Redressal Authority	Check List of Documents
TCP/HSVP/1	<b>Transfer Permission Letter includes:-</b> (a) Transfer Permission Letter -with GPA (b) Transfer Permission Letter in Death case (c) Transfer Permission Letter - Death(Under Mortgage) (d) Transfer Permission Letter –family (e) Transfer Permission letter-Family ( Under Mortgage) (f) Transfer Permission Letter – Bank (Auction) (g) Transfer Permission Letter-Will (h) Transfer Permission Letter-Will (Under Mortgage) (i) Transfer Permission Letter Family(with Conveyance deed) (j) Independent floor-Transfer Permission Letter (k) Independent Floor-Transfer permission-Family (l) Independent Floor-Transfer Permission – Family (with conveyance deed) (m) Independent Floor-Transfer Permission –Will (n) Independent Floor Re-Allotment Letter (o) Independent Floor-Transfer Letter in Death case (p) Independent Floor Transfer Permission Letter with GPA	4 days	Estate Officer	Zonal Administrator	Administrator(HQ)	<a href="#">Click here</a>
TCP/HSVP/2	<b>Transfer Permission Letter with Court Decree (in all cases of Sr. No. 1)</b>	12 days	Estate Officer	Zonal Administrator	Administrator(HQ)	
TCP/HSVP/3	<b>Cancellation of Transfer permission</b>	04 days	Estate Officer	Zonal Administrator	Administrator(HQ)	
TCP/HSVP/4	<b>Issuance of Allotment letter</b>	15 days	Estate Officer	Zonal Administrator	Administrator(HQ)	
TCP/HSVP/5	<b>Re Allotment Letter</b>	04 days	Estate Officer	Zonal Administrator	Administrator(HQ)	

TCP/HSVP/6	<b>Conveyance Deed</b>	05 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/7	<b>Mortgage</b>	04 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/8	<b>De-Mortgage</b>	02 day	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/9	<b>Issuance of User ID and Password</b> (a) In death case (b) In will case	03 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/10	<b>Non-encumbrance Certificate</b>	03 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/11	<b>OC Certification (Residential)</b>	05 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/12	<b>OC Certification (other than Residential)</b>	08 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/13	<b>Floor-wise Registration (Division of property- Residential)</b>	07 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/14	<b>Floor wise Registration (Division of property- other than residential)</b>	07 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/15	<b>Surrender and refund of Plot</b>	05 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/16	<b>Change of number of membership of GHS sites (Cooperative Society)</b>	12 days	Administrator (HQ)	Chief Administrator	Administrative Secretary (TCP)
TCP/HSVP/17	<b>Change of membership</b>	08 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/18	<b>Change the size of dwelling units in GHS</b>	12 days	Administrator (HQ)	Chief Administrator	Administrative Secretary (TCP)
TCP/HSVP/19	<b>Lease Deed</b>	13 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/20	<b>Issuance of Possession certificate</b>	03 days	Junior Engineer	Sub Divisional Engineer	Executive Engineer
TCP/HSVP/21	<b>Fresh Building Plan (Residential)</b>	03 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/22	<b>Fresh Building Plan (other than Residential)</b>	06 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/23	<b>Revised Building Plan (Residential)</b>	05 days	Estate Officer	Zonal Administrator	Administrator(HQ)

TCP/HSVP/24	<b>Revised Building Plan (other than Residential)</b>	08 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/25	<b>Site Demarcation</b>	04 days	Junior Engineer	Sub Divisional Engineer	Executive Engineer
TCP/HSVP/26	<b>DPC certification</b>	05 days	Junior Engineer	Sub Divisional Engineer	Executive Engineer
TCP/HSVP/27	<b>Revalidate Building Plan</b>	05 days	Estate Officer	Zonal Administrator	Administrator(HQ)
TCP/HSVP/28	<b>Removal of Encroachment</b>	15 days	Sub Divisional Engineer (Survey)	Executive Engineer	Superintending Engineer
TCP/HSVP/29	<b>No Dues Certificate</b>	03 days	Concerned AEO/A.O./Sr. A.O.	Estate Officer	Zonal Administrator
TCP/HSVP/30	<b>Repair of water Line</b>	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
TCP/HSVP/31	<b>Low Pressure (Water Supply)</b>	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
TCP/HSVP/32	<b>Removal of blockage of Sewer Line</b>	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
TCP/HSVP/33	<b>Repair of manhole (Sewerage)</b>	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
TCP/HSVP/34	<b>Removal of blockage of SWD Line.</b>	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
TCP/HSVP/35	<b>Repair of manhole (SWD)</b>	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
TCP/HSVP/36	<b>Cleaning of road/ berm</b>	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
TCP/HSVP/37	<b>Repair of pot hole (Roads)</b>	10 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
TCP/HSVP/38	<b>Repair of street light (Electrical)</b>	03 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
TCP/HSVP/39	<b>Maintenance of Park (Horticulture)</b>	07 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
TCP/HSVP/40	<b>Maintenance of Green Belt &amp; Road side plantation. (Horticulture)</b>	07 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer

**NOTE:** Queries related to different services will be answered by Estate offices.