



# U.P. Awas Evam Vikash Parishad

## RESULT SHEET

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<b>Process No. :</b> UPHDB/PM/PRP/01					
<b>Name :</b> Process for decision of opening registration of property					
S. No.	Key Activity	Dead Line Adherence			Extra Days
		Planned Result	Achieved Result		
			Start Date	End Date	
1	Received offer letter/SFS property detail from concerned EE with a copy to Zonal officer and SE.	Same day			
2	Checking of enclosed document attached with Completion Certificate	7 days			
3	Send Letter to Zone Office to take decision for Registration/ Auction of properties	3 days			
4	Zone office send letter for approval on above to Housing Commissioner	3 days			
5	Approval From Housing Commissioner	10 days			
6	Approval letter send to EM for PMU update & Open Registration	7 days			



# U.P. Awas Evam Vikash Parishad

## RESULT SHEET

<b>Process No. : UPHDB/PM/PRP/02</b>					
<b>Name : Process for registration, eligibility/numbering draw, refund of money to unsuccessful candidate &amp; Issue of Allotment Letter</b>					
S. No.	Key Activity	Dead Line Adherence			Extra Days
		Planned Result	Achieved Result		
			Start Date	End Date	
1	Received offer of property detail as per UPHDB/PM/PRP-01	Same day			
2	Drafting registration booklet by Property Section HQ with EM/ICC	3 days			
3	Checking draft by concerned EE/ZO/SE, finalize the draft, Online/Offline registration, opening /closing date & No. of booklet printed by Co-ordination Cell & approval by H.C.	5 days			
4	Publicity for registration through newspaper & online promotion <b>On line</b> - Registration booklet upload by I/C Computer Cell on site <b>Off line</b> - Printing Registration booklet by Co-ordination Cell as per approval	3 days			
5	After closing of Registration date, collect bank statement with registration detail of applicant	3 days			
6	Checking applicant form and Upload eligible and reject applicant detail on website by I/C Computer Cell & Notice Board by EM	15 days			
7	Intimation letter to allotment committee for fixing date of draw/ venue /Time by EM	3 days			
8	Lottery for Eligibility & numbering draw	same day			
9(a)	• Upload the result of successful candidates on Website/notice board / PMU Cell	24 hour			
	• Reconciliation of Bank account after refunding of registration money.	7 days			
9(b)	• Reconciliation information to FC	3 days			
	• Issue Allotment Letter	10 days			
	• Upload the result of successful candidates on Website/notice board / PMU Cell	24 hour			
	• Reconciliation of Bank account after refunding of registration money.				



# U.P. Awas Evam Vikash Parishad

## RESULT SHEET

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<b>Process No. :</b> UPHDB/PM/PRP/03					
<b>Name :</b> Process for allotment of properties through Auction					
S. No.	Key Activity	Dead Line Adherence			Extra Days
		Planned Result	Achieved Result		
			Start Date	End Date	
1	Received property detail with numbering/site plan & costing detail	Same day			
2	properties upload in website/PMU & inter in Property register	3 days			
3	Verification of entered data.	3 days			
4	Approval from Property Section H.Q. for advertisement, venue, date and time.	7 days			
5	Release of advertisement.	3 days			
6	To communicate the auction program to the members of auction committee.	3 days			
7	To conduct the auction activities at the venue.	same day			
8	Preparation report for approval.	3 days			
9	Approval from competent Authority	7days			
10	Issue of allotment letter.	7 days			
11	Refund to unsuccessful applicants (Bidders)	7 days			



# U.P. Awas Evam Vikash Parishad

## RESULT SHEET

<b>Process No. : UPHDB/PM/PRP/04</b>					
<b>Name : Process for recovery of individual allotted properties</b>					
S. No.	Key Activity	Dead Line Adherence			Extra Days
		Planned Result	Achieved Result		
			Start Date	End Date	
1	Monthly balancing of accounts & preparation of defaulter's list.	10th of every month			
2	Issue 3 consecutive 15 days notice to defaulters.	3 days			
3	Issue of cancellation order	45 days			
4	If apply for restoration within 30 days with up-to-date payment and restoration approved by competent authority	30 days			
5	<b>A- If Possession of property is with Parishad -</b> <ul style="list-style-type: none"><li>• Issue restoration order by EM</li></ul> <b>Or</b> <ul style="list-style-type: none"><li>• Mark as cancelled &amp; update on vacant property/ PMU</li></ul>	3 days			
6	<b>B- If Possession of property is with Allotee -</b> <ul style="list-style-type: none"><li>• Issue restoration order by EM</li></ul> <b>Or</b> <ul style="list-style-type: none"><li>• Issue recovery certificate / Initiate proceedings for filing of suit in PPAct</li></ul>	3 days			



# U.P. Awas Evam Vikash Parishad

## RESULT SHEET

<b>Process No. : UPHDB/PM/PRP/05</b>					
<b>Name : Process for issuance of possession letter, agreement/ deed</b>					
S. No.	Key Activity	Dead Line Adherence			Extra Days
		Planned Result	Achieved Result		
			Start Date	End Date	
1	Received letter from allottee against payment & formalities in relation to possession letter agreement/ deed	Same day			
2	intimation by EM to allottee against payment & formalities	3days			
3	Received required payment and formalities from allottee as informed by EM & Checking it.	7 days			
4	Execution of agreement/deed by EM Office	3 days			
5	Confirmation of registration of agreement/deed in registrar office by allottee	As per Allottee's Concern			
6	Issue possession letter to allottee and concerned construction division/unit for taking over and handing over physical possession of the allotted property	3 days			
7	Received of copy of inventory /possession certificate from CD and file in allottee file & PMU for update	15 days			



# U.P. Awas Evam Vikash Parishad

## RESULT SHEET

<b>Process No. : UPHDB/PM/PRP/06</b>					
<b>Name : Process for handling of various application request &amp; complaints at E. M. Office Zonal Office and HQ</b>					
S. No.	Key Activity	Dead Line Adherence			Extra Days
		Planned Result	Achieved Result		
			Start Date	End Date	
1	Received application/complaint from allottee	Same day			
2	Register the application/complaint of allottee in complaint register	1 day			
3	Application/complaint resolved in EM Office, Communicate to complainant <b>Or</b> Forward it to Zonal office for necessary action	7 days			
4	If complain received at Zonal Office, register the complaint in complaint register	same day			
5	Get the report from concerned office & take necessary action	7 days			
6	Application/complaint resolved in Zonal Office, Communicate to complainant <b>Or</b> Forward it to Property Section, HQ for necessary action	7 days			
7	If complain received at Property Section, HQ, register the complaint in complaint register	same day			
8	Get the report from concerned office	15 days			



# U.P. Awas Evam Vikash Parishad

## RESULT SHEET

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<b>Process No. :</b> UPHDB/PM/PRP/07					
<b>Name :</b> Process for customer's request regarding mutation of properties					
S. No.	Key Activity	Dead Line Adherence			Extra Days
		Planned Result	Achieved Result		
			Start Date	End Date	
1	Received application from claimant	same day			
2	Issue letter for completion of formalities as per checklist with regard nature of requisite transfer by EM	15 days			
3	Issue registered notice to applicant/successor for verification of proposed mutation	7 days			
4	Publication of notice in two news papers by applicant/successor & Deposit both copy of publication notice in EM office (As per checklist)	-			
5	Wait for any objection received in EM office	30 days			
6	If any objection received in EM Office inform to applicant or If no any objection received in EM Office, issue mutation order accordingly	8 days			