

**Deptt. Of Industries and Commerce**  
**HSI IDC**

	Sr. No.	Name of the Department	Name of Service	Given Time Limit	Designated Officer	First Grievances Redressal Authority	Second Grievances Redressal Authority
	1	2	3	4	5	6	7
218	113	HSI IDC	Sanction of Building plans/ revised building plans ( Industrial/ Residential)	15 days	DTP/ STP concerned	CTP	MD
219	114	HSI IDC	Sanction of Building plans/ revised building plans (Commercial)	30 days	DTP/ STP concerned	CTP	MD
220	115	HSI IDC	Issue of completion/ occupation certificate for buildings	15 days	DTP/ STP concerned	CTP	MD
221	116	HSI IDC	Issue of No Objection Certificate/ Duplicate Allotment/ Re-allotment letter	20 days	Estate Manager	HOD/ ( Estate)	MD
222	117	HSI IDC	Issue of conveyance deed	15 days	Estate Manager	HOD/ ( Estate)	MD
223	118	HSI IDC	Issue of No due certificate	15 days	Estate Manager	HOD/ ( Estate)	MD
224	119	HSI IDC	Transfer of plots in cases of sale etc.	30 days	Estate Manager	HOD/ ( Estate)	MD
225	120	HSI IDC	Transfer of plots ( uncontested)	45 days	Estate Manager	HOD/ ( Estate)	MD
226	121	HSI IDC	Issue of permission for mortgage	30 days	Estate Manager	HOD/ ( Estate)	MD
227	122	HSI IDC	Attested copy of any document	3 days	Estate Manager	HOD/ ( Estate)	MD
228	123	HSI IDC	Change of ownership ( other than death cases)	30 days	Estate Manager	HOD/ ( Estate)	MD
229	124	HSI IDC	Demarcation of plots	05 days	STP/ DTP	CTP	MD
230	125	HSI IDC	Issue of Plinth level certificate	07 days	DTP/ STP	CTP	MD
231	126	HSI IDC	Water and Sewerage Connection	15 Days	DGM/ AGM Industrial. Estate	HOD( Estate)	MD, HSI IDC
232	127	HSI IDC	Allotment of Land/ Shed in IE/ IDA	60 Days	DGM/ Addl. GM( Industrial Estate)	GM, HSI IDC	MD, HSI IDC
233	127	HSI IDC	Granting	45	Deputy	Division	CCI-cum-

	A		permission for Installing communication and connectivity infrastructure	Days	Commissioner	Commissioner	HOD ( Estate)
234	127 B	HSI IDC	Physical Possession of Plot	07 Days	Field Incharge ( IA)	Ho D ( I A)	Managing Director
235	127 C	HSI IDC	Extension in time for project implementation completion	14 Days	Estate Manager	CCI-cum- Ho D ( Estate)	Managing Director
236	127 D	HSI IDC	Issuance of project Completion Certificate	30 Days	Estate Manager	CCI-cum- Ho D ( Estate)	Managing Director
237	127 E	HSI IDC	Change of Name	14 Days	Estate Manager	CCI-cum- Ho D ( Estate)	Managing Director
238	127 F	HSI IDC	Change of Constitution	30 Days	Estate Manager	CCI-cum- Ho D ( Estate)	Managing Director
239	127 G	HSI IDC	Change of Plot	30 Days	DGM/ AGM ( Estate)	CCI-cum- Ho D ( Estate)	Managing Director
240	127 H	HSI IDC	Surrender of Plot	30 Days	DGM/ AGM ( Estate)	CCI-cum- Ho D ( Estate)	Managing Director
241	127 I	HSI IDC	Bifurcation of Plot	30 Days	DGM/ AGM ( Estate)	CCI-cum- Ho D (Estate)	Managing Director
242	127 J	HSI IDC	Leasing/ Renting of Plot	14 Days	Estate Manager	CCI-cum- Ho D ( Estate)	Managing Director
243	127 K	HSI IDC	Change of Project	14 Days	Estate Manager	CCI-cum- Ho D ( Estate)	Managing Director