

**DEPARTMENT OF PUBLIC RELATIONS
CHANDIGARH ADMINISTRATION**

All Tatkal cases to be processed in three working days

Chandigarh, 20th September 2017: The Chandigarh Housing Board has provided the Tatkal facility for various services of CHB. Under this scheme, the case of an applicant is processed on priority basis. The general public has given a good response to this facility. Abstract of the TATKAL facility availed by the applicants upto 20/09/2017, is as under:-

ABSTRACT				
TATKAL CASES UP TO 20/09/2017				
Sr. No.	Category	Total Case	Tatkal Fee	Amount
1	EWS	279	20000	5580000
2	LIG	565	30000	16950000
3	MIG	554	40000	22160000
4	HIG	249	50000	12450000
5	Misc.	66		3160000
TOTAL		1713		60300000

In order to bring about further transparency, the concerned dealing assistant shall process the case and put up to the Accounts Officer-Tatkal on the same day after receiving the application. The Accounts Officer-Tatkal shall examine the case and if there are shortcomings/requirement of essential documents/objections, then the Accounts Officer-Tatkal shall intimate to the applicant immediately by e-mail, telephone and through post. After completion of all the formalities, the Accounts Officer-Tatkal shall forward the case, with recommendations, to the Chief Accounts Officer, CHB. The Chief Accounts Officer, CHB shall examine the case and forward to the competent authority directly (i.e. Chief Executive Officer for GPA & Consensual Transfer cases and Secretary, CHB for Intestate & Testamentary Succession cases). The Competent Authority shall accord necessary approvals or otherwise take necessary action and send the file directly to the Accounts Officer-Tatkal. It is further directed that no officer shall retain the file for more than 24 hours without disposal. If anyone retains a TATKAL file for more than 24 hours then a penalty @ Rs.1000/- per day would be imposed. It should also be ensured without fail that TATKAL cases shall be finalized and disposed off within **three working days**. The files need not be sent to any officer

unnecessarily, unless that officer is the approving authority for any TATKAL related matter.