



TIMELINE FOR INDUSTRIAL PLOT/ SHEDS

All applications should be addressed to concerned HOD. Days means working days but does not include day of submission of application along with all required documents. In case the work is not done within stipulated period, visitors are requested to meet the HOD of the concerned department.

S No	Activity	Time Limit (In days)
1	Calculation for deposit of various dues amount	3
2	issue of no dues certificate	3
3	transfer of plot/shed/flat/house/premises	7
4	extension of time period for implementing the project/construction of plot	5
5	acceptance of transfer deed/ issue of mutation letter after receipt of copy of transfer deed	3
6	extension of time period for execution of lease deed	7
7	acceptance of power of attorney given by the allottee for performance of various functions	7
8	rejection/acceptance of restoration of allotment	7
9	execution of lease deed	as mentioned in the allotment letter
10	issue of duplicate papers	3
11	permission for amalgamation/ de-amalgamation of industrial plots	15
12	conversion of industrial plot from industrial use to industrial facilities	30
13	change in constitution	7
14	issue of functional certificate	7
15	renting permission	7
16	grant of mortgage	5



TIMELINE FOR HOUSES/FLATS BUILT BY NOIDA

All applications should be addressed to concerned HOD. Days means working days but does not include day of submission of application along with all required documents. In case the work is not done within stipulated period, visitors are requested to meet the HOD of the concerned department.

S No	Activity	Time Limit (In days)
1	Calculation for deposit of various dues amount	3
2	issue of no dues certificate	3
3	transfer of plot/shed/flat/house/premises	7
4	transfer of plot/shed/flat/house/premises amongst blood relation as defined	7
5	transfer of plot/ shed/ flat/ house/ premises on death of allottee	7
6	acceptance of transfer deed/ issue of mutation letter after receipt of copy of transfer deed	3
7	extension of time period for execution of lease deed	7
8	acceptance of power of attorney given by the allottee for performance of various functions	7
9	rejection/acceptance of restoration of allotment	7
10	execution of lease deed	within three days from submission of documents
11	issue of duplicate papers	3
12	Permission for co-allotteeship	7
13	grant of mortgage	5
14	Mortgage permission as Collateral Security	5
15	surrender of flat/ House	7



TIMELINE FOR GROUP HOUSING PLOTS

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S No	Activity	Time Limit (In days)
1	Calculation for deposit of various dues amount	3
2	issue of no dues certificate	3
3	Permission for co-allotteeship	7
4	transfer of plot/shed/flat/house/premises amongst blood relation as defined	7
5	transfer of plot/ shed/ flat/ house/ premises on death of allottee	7
6	extension of time period for implementing the project/construction of plot	5
7	acceptance of transfer deed/ issue of mutation letter after receipt of copy of transfer deed	3
8	Mortgage permission for construction purpose	5
9	acceptance of power of attorney given by the allottee for performance of various functions	7
10	rejection/acceptance of restoration of allotment	7
11	execution of lease deed	within three days from submission of documents
12	issue of duplicate papers	3



TIMELINE FOR RESIDENTIAL PLOT

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S No	Activity	Time Limit (In days)
1	Calculation for deposit of various dues amount	3
2	issue of no dues certificate	3
3	transfer of plot/shed/flat/house/premises amongst blood relation as defined	7
4	transfer of plot/ shed/ flat/ house/ premises on death of allottee	7
5	extension of time period for implementing the project/construction of plot	5
6	acceptance of transfer deed/ issue of mutation letter after receipt of copy of transfer deed	3
7	acceptance of power of attorney given by the allottee for performance of various functions	7
8	rejection/acceptance of restoration of allotment	7
9	execution of lease deed	within three days from submission of documents
10	issue of duplicate papers	3
11	Permission for co-allotteeship	7
12	Mortgage permission for construction purpose	5



TIMELINE FOR COMMERCIAL PLOTS AND SHOPS

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S No	Activity	Time Limit (In days)
1	Calculation for deposit of various dues amount	3
2	issue of no dues certificate	3
3	transfer of plot/shed/flat/house/premises	7
4	transfer of plot/ shed/ flat/ house/ premises on death of allottee	7
5	extension of time period for implementing the project/construction of plot	5
6	acceptance of transfer deed/ issue of mutation letter after receipt of copy of transfer deed	3
7	extension of time period for execution of lease deed	7
8	acceptance of power of attorney given by the allottee for performance of various functions	7
9	rejection/acceptance of restoration of allotment	7
10	execution of lease deed	within three days from submission of documents
11	issue of duplicate papers	3
12	Acceptance of Allotment Money before cancellation along with interest as per terms and conditions of allotment	7
13	change in constitution	7
14	issue of functional certificate	7
15	grant of mortgage	5



TIMELINE FOR INSTITUTIONAL PLOTS

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S No	Activity	Time Limit (In days)
1	Calculation for deposit of various dues amount	3
2	issue of no dues certificate	3
3	transfer of plot/shed/flat/house/premises	7
4	extension of time period for implementing the project/construction of plot	5
5	acceptance of transfer deed/ issue of mutation letter after receipt of copy of transfer deed	3
6	extension of time period for execution of lease deed	7
7	acceptance of power of attorney given by the allottee for performance of various functions	7
8	rejection/acceptance of restoration of allotment	7
9	execution of lease deed	within three days from submission of documents
10	issue of duplicate papers	3
11	Acceptance of Allotment Money before cancellation along with interest as per terms and conditions of allotment	7
12	change in constitution	7
13	issue of functional certificate	7
14	renting permission	7



TIMELINE FOR BUILDING SANCTION AND CAP

All applications should be addressed to concerned HOD. Days means working days but does not include day of submission of application along with all required documents. In case the work is not done within stipulated period, visitors are requested to meet the HOD of the concerned department.

S No	Activity	Time Limit (In days)
1	Every type of enquiry regarding Associate Architect submission of building plans	3
2	Sanction/Rejection of building plan	60
3	Revalidation of building plan	15
4	Issue of completion certificate	30
5	unauthorized construction beyond authorized limit	7



TIMELINE FOR SANITATION AND PUBLIC HEALTH

S. No.	Activity	Time Limit (In days)
1	Cleaning of roads	2
2	Removal of Garbage From Rubbish Bins.	2
3	Removal of Garbage On Receipt of Complaint.	2
4	Complain Regarding Insanity Condition	2
5	Complain Regarding Stray Dogs/Cattles.	3
6	Complaint Regarding Dead Animals.	1
7	Fogging	2
8	Drain Garbage	2
9	Drain Blocked (minor)	7
11	Drain Blocked(Major)	30
12	Cleaning Drain (minor)	7
13	Cleaning Drain (major)	60
14	Burning Of Garbage in Open	1
15	Sludge	1
16	Left Over Garbage Removal Of Street Hawkers	1
17	Medical Waste Removal	1
18	Removal Of Garbage From Weekly Daily Monthly Markets	1



TIMELINE FOR STREET LIGHTING

S. No.	Activity	Time Limit (In days)
1	Repair of Street Light.	3
2	If cable fault in street light Circuit.	7
3	High mast light in not working.	5
4	If cable fault in high mast.	7
5	Request for repair of fountain. a) If nozzle is not working.	5
6	Request for repair of fountain. b) If Motor/Boaring not working.	30
7	Request for Installation of street light on New pole from sanction date of estimate	60
8	Timely ON/OFF of Streelight	1
9	Sodium Light	7
10	Park Light	7
11	Panel Box damaged	7



TIMELINE FOR WATER SUPPLY

S.no.	Activity	Time Limit (In days)
1	Regarding water supply at low pressure in save pocket.	2
2	Breakage of pipeline (water)	3
3	Blockage of sever line (Minor)	2
4	Blockage of sever line (Major)	7
5	Breakage of Major water/sewer rising mains etc.	5
6	Dirty Water supply	7
7	No Water Supply	2
8	Levelling of Main hole	2
9	Sewer Garbage	7
10	Sewer Main Hole Cover Damaged	7
11	Sewer Pipe Line Leakage	90
12	Sewer Line Damaged	7
13	New Water/Sewer Connection	3



TIMELINE FOR HORTICULTURE

S.no.	Activity	Time Limit (In days)
1	Regarding Maintenance of Park/central verge/Greenbelt.	7
2	Cutting of Grass.	7
3	Cleaning of Park.	7
4	Watering of Trees.	7
5	Regarding tree felling due to storm.	2
6	Regarding Removing of Dry Trees.	15
7	Removal of Matured/dead trees likely to damage of property.	7
8	Light Pruning/Normal Pruning.	7
9	Heavy Pruning For Safety of Electric Wire	90
10	Tree Garbage	4
11	Swing/Chair Damaged in the Park (Major)	75
12	Swing/Chair Damaged in the Park (Minor)	15
13	Leaves	1
14	Green Waste	1



TIMELINE FOR ROAD MAINTENANCE

S.no.	Activity	Time Limit (In days)
1	Temporary filling of pot holes/road	3
2	Patch Repair (Minor)	3
3	Patch Repair (Major)	7
4	Removal of rubbish (malba) from Public Land by the owner	3
5	Removal of rubbish (malba) by Authority, if the owner fails to comply	7
6	Removal of encroachment from road side (Temporary Encroachments)	7
7	Drain Repair	30
8	Road Side Bushes	30
9	Boundary Wall damaged	90
10	Park Gate Damaged	90
11	Levelling of Road	90
12	Drain Cover Damaged	90
13	Sign Board and Direction Board	90
14	Water logging	3
15	Bushes in Empty Plot (under NOIDA)	90
16	Foothpath Tile Broken	90
17	Speed Breaker Damaged	90
18	Iron Net Damaged	15
19	Drain Pullia Damaged	30
20	Illegal Tower	120
21	Building Rubbish	1
22	Construction Garbage Removal	1

NOIDA