CASE TIMELINE - AMALGAMATION

Plot File no _____ **Case** _____

Plot Particulars _____

Case Timeline at Transfer Counter for Check & Accept of amalgamation document **12** x working days

Case Timeline after receipt from counter for processing of amalgamation letter **21** x working days

Ser	Directorate/Section	Day (s)	Date	Remarks
1.	Case received for Check and Accept at Transfer Counter	1x day		
2.	File demanding, scrutiny & flagging by Inner Counter Staff	2x days		
3.	Process of scrutiny/approval of Town Planning & Building Control Directorate on Min-Sheet before Check & Accept	8x days		Fwd to Mut Sec on _____ Prep Min-Sheet on _____ Fwd to TP&BC on _____ Return from TP&BC on _____
4.	Check & Accept by Deputy Director (Transfer)	1x day		**Note**: Takes **12**x working days for Check & Accept of documents
5.	Other observation (if any)	-		
6.	After re-submission, receipt from Reception counter to Mutation Section (Tfr & Record Directorate)	1x day		
7.	File demanding and scrutiny of case	2x days		
8.	Title letter alongwith Minute sheet Put up before Superintendent	3x days		
9.	Superintendent endorsement	1x day		
10.	Recorded by Circulation Desk in Register in Transfer & Record Directorate	1x day		
11.	Deputy Director endorsement	1x day		
12.	Additional Director endorsement	1x day		
13.	Forward to Town Planning & Building Control Directorate	1x day		
14.	Town Planning & Building Control Directorate scrutiny & endorsement	6x days		
15.	Return From Town Planning & Building Control Directorate	1x day		
16.	Final approval/signatures by Director (Transfer & Record)	1x day		
17.	Entry in Register by Title Section	1x day		
18.	Updation of title in Data Base and File returned to Record Section	1x day		**Note**: Takes **21**x working days for preparation of Amalgamation letter.