

## CASE TIMELINE - MUTATION

Plot File no \_\_\_\_\_ Case \_\_\_\_\_

Property Particulars \_\_\_\_\_

Case Timeline at Transfer Counter for Check & Accept of mutation documents 5 x working days

Case Timeline after receipt from counter for processing of Mutation letter 19 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.	Check & Accept by Deputy Director (Transfer)	2x days		<b>Note:</b> Takes 5x working days for Check & Accept of case.
4.	Other observation (if any)	-		
5.	After re-submission, receipt from Reception counter to Mutation Section (Tfr & Record Directorate)	1x day		
6.	File demanding and scrutiny of case	2x days		
7.	Title letter alongwith Minute Sheet Put up before Superintendent	2x days		
8.	Superintendent endorsement	1x day		
9.	Recorded by Circulation Desk in Register in Transfer & Record Directorate	1x day		
10.	Deputy Director endorsement	1x day		
11.	Additional Director endorsement	1x day		
12.	Forwarded to Town Planning & Building Control Directorate	1x day		
13.	Town Planning & Building Control Directorate scrutiny & endorsement	5x days		
14.	Return from Town Planning & Building Control Directorate	1x day		
15.	Final approval/signatures by Director (Transfer & Record)	1x day		
16.	Entry in Register by Title Section	1x day		
17.	Updation of title in Data Base and File returned to Record Section	1x day		<b>Note:</b> Takes 19x working days for preparation of Mutation letter.