

CASE TIMELINE - TRANSFER

Plot File no _____ Case _____

Plot no _____

Case Timeline at Transfer Counter for Sign before of Transfer documents 2 x working days

Case Timeline after receipt from counter for processing of Transfer letter 10 & 15 x working days

Ser	Directorate/Section	Day (s)	Date	Remarks
1.	Case received for Sign before at Transfer Counter	1x day		
2.	File demanding, scrutiny & flagging by Inner Counter Staff	1x day		
3.	Check & Accept by Deputy Director (Transfer)		-	Note: Takes 2x working days for Sign before of case.
4.	Other observation (if any)	-		
5.	After re-submission, receipt from Reception counter to Transfer Section (Tfr & Record Directorate)	1x day		
6.	File demanding and scrutiny of case	1x day		
7.	Title letter alongwith Minute Sheet Put up before Superintendent	2x day		
8.	Superintendent endorsement	1x day		
9.	Recorded by Circulation Desk in Register in Transfer & Record Directorate		-	
10.	Deputy Director endorsement	1x day		
11.	Additional Director endorsement	1x day		
12.	Forwarded to Town Planning & Building Control Directorate	1x day		If required
13.	Town Planning & Building Control Directorate scrutiny & endorsement	4x days		If required
14.	Return from Town Planning & Building Control Directorate	-		
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		Note: Takes 10 or 15 x working days for prep of Transfer letter.

Note: Timeline for **Urgent cases** of Transfer letter is 5x working days.