

ग्रेटर नोएडा औद्योगिक विकास प्राधिकरण  
एच-169, चितवन एस्टेट, सैक्टर-गामा,  
ग्रेटर नोएडा सिटी, गौतम बुद्ध नगर

संख्या:- मुकाअ0/का0आ0/सम्पत्ति/2001/1273  
दिनांक: 01-05-2001

कार्यालय-आदेश

एस्टेट विभाग की कार्य प्रणाली को आबंटी की सुविधा के दृष्टिगत एवं कार्य को शीघ्र निस्तारण हेतु इस पत्र के साथ विभिन्न कार्यों का delegation किया जा रहा है। इसी के साथ file movement का भी निर्धारण किया जा रहा है। यह आदेश तत्काल प्रभाव से लागू होंगे।

संलग्नक: यथोक्त।

Sd/-  
(बृजेश कुमार)  
मुख्य कार्यपालक अधिकारी

प्रतिलिपि:

1. अपर मुख्य कार्यपालक अधिकारी (U)
2. अपर मुख्य कार्यपालक अधिकारी (G)
3. अपर मुख्य कार्यपालक अधिकारी (A)
4. विशेष कार्याधिकारी (P)
5. विशेष कार्याधिकारी (S)
6. समस्त महाप्रबन्धक/विभागाध्यक्ष
7. समस्त अधिकारी/कर्मचारी, ग्रुपवाईज के माध्यम से।
8. गार्ड फाईल।

मुख्य कार्यपालक अधिकारी

**Greater Noida Industrial Development Authority**

Ref.no: Prop/2001/  
Dated: April,2001

**Office Order**

**WORK DELEGATION IN ESTATE MANAGEMENT DIVISION**

**CHANNEL FOR FILE MOVEMENT**

**Scheme Asstt. → Dy. Manager → Manager → GM(Prop.) → D.C.E.O/ A.C.E.O → C.E.O.**

<b>I.</b>	<b>JOB TO BE DONE</b>	<b>Scheme Asstt.</b>	<b>Dy. Manger</b>	<b>Manager</b>	<b>G. Mgr. (Prop)</b>	<b>D.C.E.O.</b>	<b>C.E.O.</b>
1.	Collection of applications (in a new scheme) from banks.		★				
2.	Scrutiny and feeding of application forms in computer.	★	★				
3.	Reconciliation of application forms from the statement obtained from respective banks.	★	★				
4.	Making list of eligible candidates for Draw.		★				
5.	Collection of plot no. from planning division and feeding its detail.		★ →	★			
6.	Conducting draw.				★		
7.	Refund to unsuccessful candidates.		★				
8.	Issuing of allotment letter.		★				
<b>II.</b>	<b>APPROVAL OF STANDARD DRAFTS</b>						
1.	Allotment letter.			★ →	★ →	★	
2.	Defaulter letter.			★ →	★ →	★	
3.	Forfeiture letter.			★ →	★		
4.	No dues certificate.			★ →		★	
5.	No objection certificate.		★ →	★ →	★		
<b>III.</b>	<b>NON STANDARD REPLIES:</b>						

1.	Draft of para wise narrative in legal matters.			★ →	★ →	★	
2.	Miscellaneous drafts.			★ →	★ →	★ →	
IV.	AS PER APPROVED SYSTEM CIRCULAR:						
1.	Conversion of plots.		★ →		★		
2.	Transfer of plots.		★				
3.	Disputes relating to financial and physical points.		★ →		★		
4.	Forfeiture.		★ →		★		
5.	Revival.		★ →		★		
6.	Refunds after allotment.		★ →		★		
7.	Representation against cancellation of allotment.			★ →	★ →	★	
8.	Rejection of application, for any of the above (1-6)				★ →	★	
9.	Monitoring of pending applications.		★ →	★ →	★		
10.	Issues relating to banks.		★ →		★ →	★ →	★
11.	Extension of any kind as per policy		★ →		★ →	★ →	★
12.	Status of vacancy.				★ →	★	
13.	Overall Monitoring.						
14.	Computer Data Feeding	★ →	★				
15.	Data deletion		★ →	★			
V.	ISSUING LEVEL OF THE FOLLOWING LETTERS/REPLIES :-						
1.	Allotment letter.		★				
2.	Defaulter letter.		★				
3.	Forfeiture letter.		★				
4.	No dues certificate, where required		★				
5.	No objection certificate, where required		★				
6.	Replies in specific cases, after approval of C.E.O.	★					

7.	Para-wise narrative, after approval of C.E.O.		★				
8.	Payment Intimation.	★					
9.	Transfer letter.	★					
10.	Change in address.	★					
11.	Miscellaneous drafts.	★					
12.	Payment up-dation.	★					
13.	Lease Deed registration.	★					
VI.	COMPLIANCE OF TERMS & CONDITIONS OF LEASE DEED:		★ →	★ →	★		
VI I.	LEVEL FOR MAINTAINING THE RECORDS :-						
1.	Maintaining on-line database of allottees on the computer regarding collection of all type of deposits.		★				
2.	Updating database for transfer, cancellations, surrenders, up-gradation of plots.	★ →	★				
3.	Maintaining individual property record for allottees on files.	★ →	★				
4.	Co-ordinating with the customer relation cell for speedy redressal of the cases referred.		★	★			

1. Public grievances shall be dealt with at the level of GM (Prop.) & above.
2. Terms & condition of scheme shall be approved by CEO.
3. GM (Prop.) shall put up policy matters before the CEO through proper channel.
4. GM (Prop.) shall put up any exception to the existing policy before the CEO through proper channel.
5. Lease deed of all schemes shall be signed by Officer, authorised by C.E.O., after getting it certified “Fit for Registration” from the Scheme-in Charge.
6. Mr. Arvind Mohan Singh, Mgr-I shall only deal with files relating to, Golf Course, Ansals & Allotments in Builders Schemes, or any other matter specifically referred to by DCEO/ACEO/CEO.