Annexure-I

Details of Designated Officer under PSG Act, 2011

Sr. No.	Name of Department	Services Provided by Department		Designated Officer Designation & Complete Office Address	Area of Jurisdiction	Service Time Period	i) Prichay Email ID, ii) Office Landline Number iii) Designated Officer/Official Mobile Number	Services Assigned to Designated Officer/Official	Details of first Appellate Authority
		Online Service	Offline Service						
	HIMUDA Nigam Vihar Shimla								
1.			Enquiries regarding installments /dues.	Chief Finance Officer, HIMUDA Nigam Vihar Shimla-2	Related to HIMUDA assets in all over H.P.	Two weeks	**Chief Finance Officer** Sh. Raj Kumar Mobile No. 94591-19524 Land Line No. 0177-2622681 Email I.D.cao@himuda.com	To issue the pending dues details within stipulated period.	CEO-cum-Secy.
2.			i) Mortgage permission (for residential)	Executive Engineer, Estate Management & Business Development HIMUDA Nigam Vihar Shimla-2	Related to HIMUDA assets in all over H.P.	Two weeks	**E.M & B.D., HIMUDA Shimla** Er. Girish Sharma, Mobile No. 94181-03609 Land Line No. 0177-2623790 email id. ee.em-bd@himuda.com	To issue the mortgage permission	CEO-cum-Secy.
			ii) For Industrial Commercial units.	CEO-cum-Secretary HIMUDA Nigam Vihar Shimla-2	Related to HIMUDA assets in all over H.P.	Two Weeks	**CEO-cum-Secretary, HIMUDA Shimla-2** Dr. Surinder Vashisht Mobile No. 94184-72800 Land Line No. 0177-2323860 Email id. ceo@himuda.com	To issue the mortgage permission	Secretary (Housing)
3.			i) No Dues certificate regarding maintenance charges/certificate of non	Executive Engineer of concerned Division	Related to Concerned Division	Two weeks	**Parwanoo Division** Er. Kushal Sharma, Executive Engineer, HIMUDA Division Parwanoo, Mobile No. 94184-51661 Land Line No.01792-232359	To issue the NOC within stipulated period.	CEO-cum-Secy.

Scanned with OKEN Scanner

			encroachment/ un-authorized construction.				Email id xen.pwn@himuda.com Er.Manoj Sharma, Assistant Engineer, HIMUDA Division Parwanoo Land Line No.01792-232359 Mobile No. 70185-50199 Land Line No.01792-232359 Er.Ravi Kumar, Assistant Engineer, HIMUDA Sub Division, Parwanoo Mobile No. 98174-83403 Er. Sandeep Kumar,Assistant Engineer, HIMUDA Sub Division Baddi Mobile No.94181-09940 Er. Pardeep Kumari, Assistant Engineer, HIMUDA Sub Division Nahan, Mobile No. 98160-25473 **Ghumarwin Division** Er. Rajesh Thakur, Executive Engineer, HIMUDA, Division Ghumarwin, Mobile No.94181-64061 Land Line No.01978-221323 Email id. xen.ghumarwin@himuda.com Er. Rajesh Kumar, Assistant Engineer, HIMUDA Sub Division Bilsapur, Mobile No.94182-89194 Er.Sanjay Kumar, Assistant Engineer, HIMUDA Sub Division Hamirpur, Mobile No.94184-99266 Er. Pardeep Jaswal, Assistant Engineer, HIMUDA Sub Division Una,		

Scanned with OKEN Scanner

							Mobile No.94180-44312 **Shimla Division** Er.Dinesh Verma Executive Engineer, HIMUDA, Division Shimla. Mobile No. 94181-69838 Land Line No.0177-2621702 Email id. Xen.shimla@himuda.com Er. Vipin Sharma, Assistant Engineer, HIMUDA Sub Division Shimla. Mobile No.94184-57301 Land Line No.0177-2621702 Er. Shubham Bhatia, Assistant Engineer, HIMUDA Sub Division Solan. Mobile No.98080-66184 Er.Roop Kumar, Assistant Engineer, HIMUDA Sub Division Theog. Mobile No.78768-16948. **Mandi Division** Er. Anil Sood, Executive Engineer, HIMUDA, Division Mandi. Mobile No.94181-56773 Land Line No.01905-237021 email id. xen.mandi@himuda.com Er.Rajat Guleria, Assistant Engineer, HIMUDA Sub Division Mandi. Mobile No.94598-51692 Land Line No.01905-237021 Er. Manoj Sharma, Assistant Engineer, HIMUDA Sub Division		

Scanned with OKEN Scanner

							Kullu Mobile No.98823-22248 Land Line No.01905-266571 **Dharamshala Division** Er. Lalit Thakur, Executive Engineer, HIMUDA, Division Dharamshala. Mobile No.94180-92001 Land Line No.01892-234049 email id. xen.dsla@himuda.com Er. Virender Kumar, Assistant Engineer, HIMUDA Sub Division Palampur. Mobile No. 94180-64243 Land Line No.01892-234035 Er. Anoop Sood, Assistant Engineer, HIMUDA Sub Division Dharamshala. Mobile No. 94597-57791 Er. Umesh Thakur, Assistant Engineer, HIMUDA Sub Division Chamba. Mobile No. 82195-77007		
		ii) Regarding full and final payment of House/plots/ Flats.		CEO-cum-Secretary HIMUDA Nigam Vihar Shimla-2	Related to HIMUDA assets in all over H.P.	Three weeks	**CEO-cum-Secretary, HIMUDA Shimla-2** Dr. Surinder Vashisht Mobile No. 94184-72800 Land Line No. 0177-2323860 Email id. ceo@himuda.com	To issue No Dues Certificate within stipulated period.	Secretary (Housing)
4			Conveyance deed	CEO-cum-Secretary , HIMUDA, Nigam Vihar Shimla.	Related to HIMUDA assets in all over H.P.	One Week	**Executive Engineer (Design),** HIMUDA Nigam Vihar Shimla. Er. Raj Kumar Sharma. Mobile No. 94180-32802 Land Line No. 0177-2626130 email id. xen.pfm@himuda.com	For execution and registration of the Conveyance Deed within time period.	Secretary (Housing)

Scanned with OKEN Scanner

			Issue of possession letter	Executive Engineer, E.M & B.D., HIMUDA Nigam Vihar Shimla-2	Related to HIMUDA assets in all over H.P.	One Weeks	**E.M & B.D., HIMUDA Shimla** Er. Girish Sharma. Mobile No. 94181-03609 Land Line No. 0177-2623790 email id. ee.em-bd@himuda.com	To issue the possession note within time period.	CEO-cum-Secy.
6			Registration of conveyance deed.	Concerned Assistant Engineer	Concerned Sub Division	Eight weeks	Details provided at sr No.3 of concerned Assistant Engineers.	Registration of the Conveyance Deed within time period	CEO-cum-Secy.
7		Refund		CEO-cum-Secretary, HIMUDA Nigam Vihar Shimla-171002.	Related to HIMUDA assets in all over H.P.	Four weeks	**CEO-cum-Secretary, HIMUDA Shimla-2** Dr. Surinder Vashisht Mobile No. 94184-72800 Land Line No. 0177-2323860 Email id. ceo@himuda.com	To process of issue refund order.	Secretary (Housing)
8			Sanction of building plans	CEO-cum-Secretary, HIMUDA Nigam Vihar Shimla-171002.	Related to HIMUDA assets in all over H.P.	Four weeks	**CEO-cum-Secretary, HIMUDA Shimla-2** Dr. Surinder Vashisht Mobile No. 94184-72800 Land Line No. 0177-2323860 Email id. ceo@himuda.com	To issue of sanction building plan.	Secretary (Housing)
9			Completion certificate	Concerned Executive Engineer/Assistant Engineer	Concerned Sub Division	Two weeks	As per Annexure-I	To issue the completion certificate within time period.	CEO-cum-Secy.
10			Transfer of allotment of units	CEO-cum-Secretary, HIMUDA Nigam Vihar Shimla-171002.	Over all H.P	Six weeks	**CEO-cum-Secretary, HIMUDA Shimla-2** Dr. Surinder Vashisht Mobile No. 94184-72800 Land Line No. 0177-2323860 Email id. ceo@himuda.com	To issue the transfer permission.	Secretary (Housing)
11			Water & sewerage connection	Concerned Executive Engineer/Assistant Engineer	Concerned Division /Sub Division	Four Weeks	As per detail of Assistant Engineer provided at Sr. No.3.	To issue the water/ sewerage connection.	Secretary (Housing)

Scanned with OKEN Scanner