

Institutional Services

Sr No.	Services List	Delivery Time (In Days)
1	Mortgage Permission Document Check List 1 Loan sanction letter from bank 2 No dues certificate 3 NOC from Previous Bank (if any)	10
2	Mortgage Permission Cancel/Withdrawal Document Check List 1 Request letter 2 No dues from bank	7
3	Change of Address Document Check List 1 Application with proof of new address 2 ID Proof and Address Proof 3 ROC address change (if Co./trust/society)	7
4	Change of Address Sub-Lease Document Check List 1 ROC address change (if Co./trust/society) 2 Application with proof of new address 3 ID Proof and Address Proof	7
5	No Dues certificate Document Check List 1 Application for Updation 2 Deposited Challan	10
6	Transfer of Institutional Plot/Premises Document Check List 1 Completion Certificate 2 Functional Certificate 3 No Dues Certificate 4 Transfer Fee Bank Challan copy and processing fee bank Challan copy 5 Application form 6 Mortgage clearance certificate(if)	10
7	Transfer of Plot/Premises on death of the Allottee Document Check List 1 Application form 2 Death Certificate 3 Legal Hair certificate Issued by court/Magistrate 4 NOC from others Legal hairs in non-judicial stamp papers. 5 Indemnity bond in Rs.100/- non judicial stamp papers.	60

8	Time Extension for Lease Deed Document Check List 1 Request Letter	10
9	Time Extension for Construction Document Check List 1 Application with required date	10
10	One Time Payment(Premium/Lease Rent) Document Check List 1 Application for One Time Payment	10
11	Lease Deed Execution Document Check List 1 All dues clearance 2 Lease rent deposit Challan(Annual/one time) 3 Attested Signature/photo attested 4 Rs. 250/- Building Bye Laws 5 Rs. 120/- Documentation fees Challan 6 List of Director & Shareholders (if) 7 Memorandum of article of company (if) 8 Lease Penalty (if)	30
12	Sub-Lease Deed of Mart Buyers(Sub-Lease) Document Check List Sub-Lease deed of individual mart buyer shall be 1 executed on authority approved format after signed by authorised	3
13	Change in Constitution (CIC) Document Check List 1 Memorandum of Article of company 2 List of director 3 List of Shareholders/Trustee 4 CIC Charges 5 CIC charges(if Any)	15
14	Change in Shareholders/Trustees Document Check List 1 Memorandum of Article of company 2 List of director 3 List of Shareholders/Trustee 4 CIS Charges(if any)	10
15	Issue of Functional Certificate Document Check List 1 Government/education Board/University declaring the Institute is functional 2 Completion Certificate	10

16	Surrender of Plot Document Check List <ol style="list-style-type: none"> 1 Application for Restoration 2 All dues clearance Certificate 3 Challan of Revival Charges 	30
17	Restoration of Allotment Document Check List <ol style="list-style-type: none"> 1 Application for Restoration 2 All dues clearance Certificate 3 Challan of Revival Charges 	30
18	Calculations/ Verifications for deposit of various due amounts Document Check List <ol style="list-style-type: none"> 1 Application for Updation with amount deposited Challan 	15
19	Issue of Duplicate Papers Document Check List <ol style="list-style-type: none"> 1 Application with Details of required papers 2 Copy of FIR(Original copy to be shown in GNIDA) 	7
20	Additional Course Permission Document Check List <ol style="list-style-type: none"> 1 Application with details of Additional Course 	30
21	Permission of Commercial Activity Document Check List <ol style="list-style-type: none"> 1 Application with details of commercial activity 	7
22	Transfer of Marts Document Check List <ol style="list-style-type: none"> 1 Application form 2 No dues Certificate from Expo Mart. 3 Transfer Fee bank Challan 	7
23	Reschedulement of Payment Document Check List <ol style="list-style-type: none"> 1 Request letter 	30
24	Sub lease of Farm House Document Check List <ol style="list-style-type: none"> 1 Sub-Lease deed of Individual farm House buyer shall be executed on Authority approved format 	3
25	Mortgage of Mart Document Check List <ol style="list-style-type: none"> 1 Loan sanction letter from bank 2 No dues certificate 3 Rs. 1000/- processing fee Challan 	7

26	Refund of Excess Amount Document Check List 1 Request Application	30
27	Transfer of Mart Document Check List 1 Completion Certificate 2 Functional Certificate 3 No Dues Certificate 4 Transfer Fee 5 Bank Challan copy and processing fee 6 Mortgage clearance certificate (if) 7 Application form	10
28	Grant of extension for implementation of the project Document Check List 1 Application for time extension with required date 2 Penalty deposit Challan (if)	10
29	Complains in Pradhikaran diwas Document Check List 1 Application with details of complains	3