

Name of the service	Issue of Conveyance Deed
Designated Officer	Municipal Corporation: ZTO Municipal Council: Executive Officer Municipal Committee: Secretary
Document	1) Copy of LOI/Allotment Letter 2) Payment Receipt
Fees	N/A
Timeline	15 Days
Procedure	<ol style="list-style-type: none"> 1. The applicant shall create User ID and submit the application on www.saralharyana.gov.in. 2. The concerned Scrutinizer shall examine all the documents. <ol style="list-style-type: none"> a. if application/documents are found correct: <ol style="list-style-type: none"> i. Scrutinizer forwards the application to Assessor for re-verifying the application b. If any discrepancy is found in the application/documents: <ol style="list-style-type: none"> i. The discrepancy is intimated to the applicant. ii. The applicant will revert to observation and submit the requisite information. iii. Scrutinizer re-examines and if details found OK, forward the application to Assessor for re-verifying the application. 3. Assessor verifies the application and recommends to the Approver for approval/rejection. 4. Approver takes action as per the recommendation of the Assessor. 5. After approval, system generates conveyance deed execution details document. Notification of the same is sent to Applicant through email and SMS. <p>Note:</p> <ol style="list-style-type: none"> 1) Family id is required if Ownership type is Individual.