

Jaipur Development Authority, Jaipur

Office Order

No.: JDA/IT(1074515)/MSO/2015/D-485

Dated: 01-12-2016

Subject: Online Delivery of Property Related Citizen Services

This is in continuation to the Office Order No. F.14(9)JDA/Estt./2016 dated 20/06/2016 regarding Online Delivery of Citizen Services. It is observed that in the process flow of online delivery of property related services, applicants do not respond to the online demand note or query raised by JDA. In such cases following procedure will be adopted;

1. If applicant does not respond to the demand note or query raised within the specified scheduled due date of service delivery, first reminder will be sent by the system to respond to the demand notes or query raised within 7 days.
2. If applicant does not respond to the demand note or query raised after 7 days of the specified scheduled date of service delivery, a second reminder will be sent by the system giving another 7 days to respond to the demand notes or query raised.
3. If applicant does not respond to the demand note or query raised even after 14 days of the specified scheduled date of service delivery, the case will be treated as Non Responsive and rejected and will be closed automatically and applicant will be intimated. No further action will be taken by JDA on this application. The applicant will have the option to re-apply through the same channel for availing the service again.

This bears the approval of Jaipur Development Commissioner.

-Sd-

(Purshottam Biyani)

Secretary, JDA

Copy for information and further necessary action to:

1. Jaipur Development Commissioner, JDA.
2. Secretary, JDA.
3. Conservator of Forest, JDA.
4. Director (Law / Finance / Town Planning / Engineering – I / Engineering – II), JDA.

5. Additional Commissioner (Administration / Land / LPC / Rehabilitation / East / West), JDA.
6. OSD (R.M.), JDA.
7. Joint Commissioner (System Management / R.M & C), JDA.
8. Chief Controller Enforcement (CCE), JDA.
9. System Analyst, JDA.
10. Joint Registrar (Cooperative), JDA.
11. Additional Director (REV. & DP.), JDA.
12. Deputy Commissioner (Zone 01 / 02 / 03 / 04 / 05 / 06 / 07 / 08 / 09 / 10 / 10A / 11 / 12 / 12A / 12B / 13 / 13A / 14 / 14A / 15 / 16 / 17 / 18 / 19 / Admin.), JDA.
13. Deputy Director (EXP. & BUDGET / Project & Audit), JDA.
14. Deputy Registrar (Cooperative), JDA.
15. Sr. Accounts Officer / Accounts Officer (Payment / Pension / RCR / Scheme), JDA.
16. OIC (Citizen Care Centre), JDA.
17. OSD (Public Relation) / PRO, JDA.

-Sd-

(Rajesh Kumar Saxena)

System Analyst