

## **ALLOTMENT OF RESIDENTIAL PLOTS**

Following are the different modes of allotment of residential plots:

- i) DDA makes allotment of plots to the persons whose lands are acquired for the planned development of Delhi under the scheme of large scale acquisition, on the recommendation of the Govt. of National Capital Territory of Delhi.
- ii) Under the Rohini Residential Scheme, plots are allotted by draw of lots to the registrants of Rohini Scheme.
- iii) Plots are also allotted to individuals through open auction.

## **PROCEDURE FOR ALLOTMENT OF PLOTS TO PERSONS WHOSE LANDS ARE ACQUIRED**

Alternative residential plots are allotted to land owners whose lands are acquired by Govt. of National Capital Territory of Delhi/DDA through the scheme of large scale acquisition, Development & Disposal of Land. Plots of different sizes as determined by GNCTD in lieu of the acquired land are allotted. Requests for such an allotment are submitted by the applicants to the Lands & Building Department of the GNCTD and plots are allotted on specific recommendations made to DDA by this department which is located in Vikas Bhawan near the ITO. On receipt of specific recommendations, allotment is made by DDA in different zones through computerized draw of lots. (For this purpose areas falling under each Zone are as follows).

Dwarka	:	For recommendees of South Delhi, East Delhi and Dwarka.
Rohini	:	For recommendees of Rohini, North Delhi and West Delhi
Narela	:	For recommendees of Narela.

## **PROCEDURE FOR ALLOTMENT UNDER THE ROHINI RESIDENTIAL SCHME**

Under the Rohini Residential Scheme plots are allotted to various categories such as LIG and MIG as and when the plots are ready after development. The persons registered under the LIG category are allotted plots measuring 32/48 sq.mtrs. Those under MIG category, are allotted plots of 60x90 sq.mtrs, plots of bigger sizes are allotted by auction in accordance with the Nazul rules.

## **PROCEDURE FOR ALLOTMENT THROUGH AUCTION**

Residential plots when allotted through auction, 30 days advance notice is published in the leading Newspapers. The brochure containing detailed terms and conditions, the schedule of auction etc. is sold from the Form Sales Counter, 'D' Block, Ground Floor, Vikas Sadan.

## **MODE OF PAYMENT**

The auction purchases has to pay 25% of the bid amount at the time of auction and the balance 75% within 30 days of the issue of the demand-cum-allotment letter. An extension of 180 days is permissible at the discretion of DDA. Interest @ 18% is charged for the 1<sup>st</sup> month of extended period and @ 25% for the subsequent period subject to a maximum of 180 days.

## **PROCEDURE FOR MAKING THE PAYMENT**

The purchaser is required to deposit the payment through a bank challan in the Central Bank of India/State Bank of India located in Vikas Sadan or in any other authorized branch. A copy of the challan is required to be submitted to the concerned branch officer informing him of the payment thus made.

## **TAKING OVER POSSESSION OF THE PLOT**

On payment of premium and completion of necessary formalities viz. submission of documents as per terms and conditions of auction, duly executed on non-judicial stamp paper, filing of affidavit of non-owning any other DDA property and on submission of three copies of lease deeds duly stamped from the Collector of Stamps, possession letter is issued. The possession letter indicates the date and time for taking the physical possession of the plot at site. The concerned Junior Engineer hands over the physical possession at site after certifying the demarcation of the plot at site.

- Set of documents to be submitted for taking possession of the plot can be obtained from Form Sales Counter, 'D' Block, Vikas Sadan.

## **EXECUTION OF THE TITLE DEED**

Along with the demand-cum allotment letter four copies of the lease deed documents are issued to the purchaser for getting them stamped from the Collector of Stamp. Three copies, duly stamped, are required to be submitted to DDA before possession of the plot. After the physical possession of the plot is handed over, the purchaser is called to execute the lease deed which is presented before the Sub-registrar, the very next day of the execution, for registration.

## **TIME PERIOD SPECIFIED FOR CONSTRUCTION**

The purchaser is required to construct the building on the plot after getting the building plans approved from the DDA of the concerned local authority, within a period of two years from the date of taking physical possession. Extension for a period of one year is generally allowed, as a grace period. In other words, the purchaser can complete construction on the plot within a period of three years from its date of possession.

## **EXTENSION OF TIME FOR CONSTRUCTION**

If the allottee/purchaser fails to construct within this period, he can seek extension in time by making an application on a plain paper addressed to the concerned Deputy Director. Extension is allowed on payment of the prescribed composition fee details of which can be obtained from Counter No.11, D Block, Vikas Sadan.

## **PERMISSION/PROCEDURE FOR MORTGAGING THE PLOT**

- The purchaser is permitted to mortgage the plot for raising loan for construction purposes. On completion of construction, the building can be mortgaged for other purposes also after obtaining permission from the Delhi Development Authority. The application for permission can be submitted to the branch officer on a plain paper.

## **TRANSFER OF PLOT BY SALE/GIFT**

A lessee of the plot is permitted to sell/transfer the plot outside his family with the prior permission of DDA, on payment of 50% of the unearned increase. There is a prescribed application form, which is required to be filled for obtaining sale permission.

□ Application formats are available at the Form Sales Counter, 'D' Block, Vikas Sadan.

## **MUTATION OF THE PLOT**

On the death of the lessee, the mutation of the plot is allowed in favour of legal heirs, on submission of necessary documents such as:

- (i) Death Certificate;
- (ii) List of the legal heirs;
- (iii) Indemnity Bond from the legal heirs;
- (iv) Relinquishment deed in case some of the legal heirs intend to Relinquish their rights.

(Formats of these documents can be obtained from the Forms Sales Counter 'D' Block, Vikas Sadan)

The mutation on the basis of WILL is permissible, if the beneficiary is one of the legal heirs of the deceased. This is allowed on submission of the copy of the WILL and the documents referred above. If beneficiary is outside the blood relation, he has to satisfy the competent authority that the testator had executed the WILL out of love and affection. The beneficiary has to prove beyond doubt that the testator had executed the WILL out of love and affection. The beneficiary has to provide beyond doubt that the testator had executed the WILL out of love and affection and the property had not passed on to him during the life of the testator.

## **USE OF PROPERTY FOR PURPOSES OTHER THAN RESIDENTIAL**

As per the terms of lease deed the lessee of the plot cannot use the property for purposes other than as specified in the lease deed. In other words, change of use is not permissible except in case of professionals like Architects, Lawyers etc., who are permitted to use up to 500 sq.ft for office purposes provided the allottee himself/herself is residing in the same premises.

## **DETERMINATION OF LEASE**

In case of violation of any of the terms of lease deed, the DDA is entitled to determine the lease deed and re-enter the property. The determination is generally done under the following circumstances :-

- i) If the lessee violates any of the terms of the lease deed.
- ii) For non-payment of the dues such as ground rent, any other charges.
- iii) For unauthorized construction, addition/alterations without prior approval of the Lessor.
- iv) For misuse of the property.
- v) For unauthorized sale of the property.

## **RESTORATION OF LEASE, ONCE DETERMINED**

If the ex-lessee removes the breaches for which the lease was determined, the request for restoration of the lease can be considered on payment of restoration charges.

## **CONVERSION OF LEASE-HOLD PROPERTY INTO FREE-HOLD**

As per the scheme of conversion of leasehold rights into freehold, residential properties having an area up to 500 sq.mts, can be converted into freehold. This is applicable in case of built up properties only. A booklet, along with the application form indicating detailed procedure and the amount payable as conversion charges/surcharge is available on payment of Rs.50/- at the various branches of Canara Bank and Corporation Bank. It is also available at the DDA's Form Sales Counter, 'D' Block, Vikas Sadan.

The applicant has to apply on the prescribed form and deposit conversion charges/surcharges as applicable in the manner prescribed in the booklet.

## **TIME TAKEN BY DDA TO DISPOSE OF CONVERSION APPLICATIONS**

Normally, the applications for conversion which are complete in all respects, are disposed of within a period of 90 days and the conveyance deeds are issued to the persons seeking conversion. In case where the applications are incomplete, the deficiencies are communicated to the applicants within the stipulated period of 90 days.

To expedite the disposal of conversion applications, Lok Shivirs are organized by DDA from time to time where the applicants are heard by senior officers in the presence of the concerned staff and their cases are decided on the spot.

## **REDRESSAL OF GRIEVANCES**

Mondays and Thursdays are fixed for public hearings when the grievances of the public are heard by the branch officers/Directors and the Commissioner. In case the applicant is not satisfied, he can meet the superior officers on the said days during public hearings. Over and above the applicant can also meet the Vice Chairman, DDA in his public hearings every Friday. One can also meet these officers with prior appointment during the other week days.

## **ALLOTMENT OF LAND TO SCHOOLS/SOCIAL/CULTURAL INSTITUTIONS**

DDA allots land to reputed institutions at rates fixed by the Ministry of Urban Affairs and Employment. These institutions could be educational, hospitals, social, cultural or religious or Govt. departments.

## **PROCEDURE FOR ALLOTMENT OF LAND TO INSTITUTIONS**

The institutions desirous of seeking allotment of land from DDA, have to make an application on prescribed proforma (which is available at the Form Sales Counter, 'D' Block, Vikas Sadan). The application is scrutinized and considered for allotment depending upon the availability of land and the choice given by the applicant.

All such applications have to be essentially sponsored/recommended by the concerned department of the Govt. of India or the Govt. of Delhi before consideration by DDA.

The applicant has to furnish following details along with the application:

- a) Aims and objectives of the institution;
- b) That it directly serves the interests of the population of Delhi;
- c) That it is generally conducive to the planned development of Delhi;
- d) That it is apparent from the nature of work to be carried out by the institution, that the same cannot with equal efficiency, be carried out elsewhere than in Delhi;
- e) That it is registered society under the Societies Act, 1860 or owned and run by the Govt. or local authority;
- f) That it is non profit making in character;
- g) It has sufficient funds to meet the cost of land and building.

Land is allotted to the institutions at institutional variant rates fixed by the Ministry of Urban Affairs and Employment from time to time. The rates as on 1st October, 1995 are:

South Delhi	Rs.80 lacs per acre
North, West Delhi and Dwarka	Rs.50 lacs per acre
East Delhi	Rs.35 lacs per acre

#### **PAYMENT PROCEDURE**

Payment has to be made by the Society within a period of 30 days failing which the allotment is liable to be cancelled.

#### **PROVISION FOR CONCESSIONAL ALLOTMENT**

Certain concessions in land rates are given to the societies working for the poor strata of the society, receiving grants from the Govt. for running their institutions and charging only to the extent of running such institutions. However, these facts have to be confirmed through a recommendatory letter from the concerned department of the Ministry.

#### **POSSESSION OF LAND**

On receipt of full payment, possession of land is handed over along with No Objection Certificate for construction; the lease deed is executed simultaneously.

#### **ALLOTMENT OF COMMERCIAL/INDUSTRIAL PROPERTIES**

DDA allots stalls, kiosks and office space through auction and tender.

#### **PROCEDURE FOR DISPOSAL OF COMMERCIAL/INDUSTRIAL ESTATES THROUGH AUCTION**

Estates are disposed of through auction after giving sufficient notice through leading Newspapers of Delhi. The details of units to be sold, the area and other relevant information is made available to the intending bidders in printed forms available at the 'D' Block, Reception Counter on payment of nominal fees. In order to be eligible to attend the auction, the prospective bidder has to deposit Rs. 50,000/- . This amount is liable to be forfeited, if the successful bidder quits without paying the earnest money.

#### **AUCTION PROCEDURE**

Before auction, the terms and conditions of auction are read out and reserve price of the unit is announced. Besides this, the layout plan of the Shopping Centre and the architectural controls of the plot, are displayed in the Auction Hall. The highest bid offered at the fall of hammer is accepted as bid amount. After the bids are examined by the competent authority, the confirmation or rejection of the bid is intimated to the highest bidder. In case the bid is rejected, the earnest money paid at the time of auction, is refunded, without interest.

#### **FORMALITIES TO BE COMPLETED ON CONFIRMATION OF BID FOR TAKING POSSESSION**

On confirmation of bid, four copies of the proposed conveyance deed along with copy of the site plan and the demand letter is issued to the allottee. Auction purchaser has to submit the conveyance deed, stamped from the office of Collector of Stamps, Delhi and the proof of payment of remaining 75% of the bid amount along with the following documents.

- (1) Acceptance of terms and conditions on a non judicial stamp paper worth Rs. 2/- signed by the purchaser and attested by Notary.

(2) Four specimen signatures of the auction purchasers duly attested.

(3) Four passport size photographs, duly attested.

On submission of above documents, possession letter is issued which carries the date and time of possession. The property is handed over to the auction purchaser at site on the designated day.

#### **ACTION IN CASE THE AUCTION PURCHASER FAILS TO TAKE POSSESSION IN TIME**

In case the auction purchaser fails to take possession of the property as per date and time indicated in the possession letter, he has to pay penalty as per details given below :

For shops/offices : Rs. 1,000/- per month  
For stalls/kiosks : Rs. 500/- per month

In case the auction purchaser fails to start business within three months from the date of taking over possession, the following penalties are charged.

For shops/office Rs.. 500/- per month  
For kiosks/stalls Rs. 200/- per month

#### **ALLOTMENT OF SHOPS TO RESERVE CATEGORIES AT RESERVE PRICE**

43% of shops are reserved for allotment to different categories as per details given below :

SC\ST : 25%  
Physically handicapped : 5%  
L.A.C. : 10%  
Freedom Fighter : 1%  
Ex-servicemen : 2%

The applications are invited once a year through advertisement and the allotment is made through a computerized draw of lots on the basis of availability of shops.

#### **OTHER FORMS OF ALLOTMENT**

Besides this, a committee comprising of Hon'ble Minister of Urban Affairs and Employment and the Lt. Governor, Delhi can make recommendations for allotment of shops, kiosks, stalls in deserving cases on reserve price to the :

- a) Widows of ex-servicemen who died in harness;
- b) Widows of service personnel who died in harness;
- c) Individuals on extreme compassionate grounds.

On recommendations from the Hon'ble Minister or LG, forms are issued to such applicants by DDA, which are duly processed and put up before the Committee for consideration. Successful allottees are given shops through draw of lots.