



सेवा में

1. राज्य के सभी उपायुक्त।
2. राज्य के सभी आयुक्त, नगर निगम।
3. सभी कार्यकारी अधिकारी/सचिव, नगर परिषद/नगर पालिका।

यादी क्रमांक: डी.यू.एल.बी/एल.बी./ए-1/2018/  
दिनांक: 6/8/18

81787-892

विषय:

**Regarding amending section 164(c) of the Haryana Municipal Corporation Act, 1994-and Property Rules-2007 Regarding disposal of Municipal Land guidelines/policy for implementation thereof.**

उपरोक्त विषय के संदर्भ में।

2. विषयाधीन मामले में नगर निगमों/नगर पालिकाओं की 20 वर्षों से किराये पर चली आ रही दुकानों के किरायेदारों को बेचने बारे सरकार के द्वारा निर्धारित प्रोफार्मा/हिदायत साथ संलग्न आवश्यक कार्यवाही हेतु भेजी जाती है।

संयुक्त सचिव

कृते: प्रधान सचिव, हरियाणा सरकार,  
शहरी स्थानीय निकाय,  
हरियाणा, चण्डीगढ़।

C.C.

1. PS/ULBM
2. PS/PSULB
3. PA/DGULB
4. Nodal Officer/Web Portal (H.Q.)

## Proforma for recommending Sale of Shop/land

1. Name of applicant \_\_\_\_\_
2. Corresponding address \_\_\_\_\_
3. Telephone/Mobile \_\_\_\_\_, Email \_\_\_\_\_

It is informed that the above applicant has submitted an application dated \_\_\_\_\_ to the Commissioner/ Executive Officer/ Secretary of Municipal Corporation/ Council/ Committee \_\_\_\_\_, with a request to Sell plot No. \_\_\_\_\_ falling in Shopping Complex \_\_\_\_\_/ Land \_\_\_\_\_ at Khasra No. \_\_\_\_\_ with area measuring \_\_\_\_\_ (Square metres) with dimension \_\_\_\_\_ (L X B), claiming that he is in possession of plot from year \_\_\_\_\_ by way of lease/ rent.

The office has examined the application & following are the details of matters:

#### 4. Allottee and Rent details

- (i) Name of original allottee \_\_\_\_\_ with copy of allotment letter.
- (ii) Year of allotment \_\_\_\_\_, Size of shop/plot. \_\_\_\_\_
- (iii) The plot was transferred from the original allottee Sh. \_\_\_\_\_ to present allottee Sh. \_\_\_\_\_ (who is now the applicant) in Year \_\_\_\_\_ under intimation to the municipality on payment of Rs. \_\_\_\_\_ as transfers fee.
- (iv) Detail of monthly/ annual rent at the time of allotment (In Rs. \_\_\_\_\_)
- (v) Detail of monthly/ annual rent paid at present (In Rs. \_\_\_\_\_)
- (vi) The detail of actual monthly/ annual rent to be paid by the original allottee i.e. 25% increase in rent office every 5 years (In Rs. \_\_\_\_\_)
- (vii) Details of all pending rent (if any) paid by the original allottee-cum-applicant (In Rs.) \_\_\_\_\_

It is verified that the applicant as legal allottee has been in possession of plots no. \_\_\_\_\_ from year \_\_\_\_\_ & has paid all pending dues/ rent to the municipality.

Signature and Name  
(Rent Clerk, MC, \_\_\_\_\_)

#### 5. Details of Building on Plot/ Shop/ Land

- (i) Detail of building constructed at the time of allotment/ transfer (if available on allotment letter):
  - (a). Ground coverage: \_\_\_\_\_ (in square metres)
  - (b). Floor area ratio: \_\_\_\_\_
  - (c). Number of storeys: \_\_\_\_\_
- (ii) Detail of building construction at present:
  - (a). Ground coverage: \_\_\_\_\_ (in square metres)
  - (b). Floor area ratio: \_\_\_\_\_
  - (c). Number of storeys: \_\_\_\_\_
  - (d). Height of building: \_\_\_\_\_ (in metres)
  - (e). Photograph of site enclosed
- (iii) Details of Development charges paid by applicant (In Rs.) \_\_\_\_\_

It is verified that the building constructed is as per provisions of the Haryana Building Code.

Signature and Name  
(Building Inspector, MC, \_\_\_\_\_)

6. Copy of affidavit by the applicant stating that he is in legal possession of plot from more than 20 years & have paid all applicable fees/charges/rent/shop.



7. The said shop land is not following under following categories.

(i) Deviation: where original shopkeepers have deviated from norms of allocation.

(ii) Violation of Development plan:-

The persons who violate any provision of Development plan, should not be allowed to purchase Municipal Property.

(iii) The land falls under essential infrastructure facilities of the Govt.

(iv) Land under litigation: Those properties that are under litigation should not be considered till the matter remains subjudice.

In view of above, the case is hereby submitted & with a recommendation that the case is fit for sale to the lessee cum applicant, who is in legal possession of shop/land from last \_\_\_\_\_ Years @ Rs \_\_\_\_\_ per square metre, which is a collector rate of land/shop in question, verified by the competent authority.

Signature and name  
(Executive Officer/ Secretary, MC, \_\_\_\_\_)

1. Affirmation and Detail description
- Name of original owner
  - Year of allotment
  - The plot was allotted from the \_\_\_\_\_ under \_\_\_\_\_ to the \_\_\_\_\_ of \_\_\_\_\_
  - Details of monthly/quarterly/annual rent paid by the original allottee
  - The amount of stamp duty/charge paid by the original allottee
  - Details of all pending rent/charges paid by the original allottee

It is verified that the applicant is legal allottee and has been in possession of plot no. \_\_\_\_\_ from year \_\_\_\_\_ & has paid all pending dues/rent to the municipality.

Signature and name  
(Executive Officer/ Secretary, MC, \_\_\_\_\_)

2. Details of building on Plot/Shop/land
- Detail of building constructed at \_\_\_\_\_ (if available in any form)
    - Ground coverage
    - Floor area
    - Number of stories
- Detail of building construction at present
    - Ground coverage
    - Floor area
    - Number of stories
    - Height of building
    - Photograph of the building

(ii) Details of Development charges paid by applicant (if any)

It is verified that the building constructed is as per provisions of the Municipal Building Code.

Signature and Name  
(Building Inspector, MC, \_\_\_\_\_)

5. Copy of affidavit by the applicant stating that he is in legal possession of plot from more than 20 years & has paid all applicable fees/charges/rent/dues.