



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, _____)

Details of land

(i) Name of original owner _____

(ii) Year of allotment _____

(iii) The plot was allotted from the _____ under _____ to the _____ of _____

(iv) Date of mortgage/lease _____

(v) Details of monthly/quarterly/annual rent _____

(vi) The amount of stamp duty _____ paid by the original allottee/tenant _____

(vii) Details of all pending rent _____

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

Signature and name
(Executive Officer/ Secretary, MC, _____)

Details of building on Plot/Shop/land

(i) Detail of building constructed at _____

- (a) Ground coverage _____ (in square meters)
- (b) Floor area _____
- (c) Number of stories _____

(ii) Detail of building construction at present _____

- (a) Ground coverage _____ (in square meters)
- (b) Floor area _____
- (c) Number of stories _____
- (d) Height of building _____ (in feet)
- (e) Photograph of the building _____

(iii) Details of Development charges paid by applicant (in Rs.) _____

It is verified that the building constructed is as per provisions of the Municipal 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 & has paid all applicable fees/charges/rent/dues.