



HOUSING BOARD
HARYANA

HOUSING BOARD HARYANA
PLOT NO.C-15, AWAS BHAWAN, SECTOR-6, PANCHKULA

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**Transfer policy: Transfer of houses / addition of name of wife/
husband in the allotment of houses/execution of conveyance deed.**

The matter regarding transfer of house /addition of name of wife /husband in the allotment of houses and execution of conveyance deed has been considered and it has been observed that the existing policies (policy dated 29.05.2006) are restrictive in nature and not in consonance with the aims and objectives of the **“Housing For All”** objective of the State Government. Besides this these policies have become redundant due to various decisions taken by BOD in recent past viz-a viz HPTA would no longer be operational as the same has been replaced by a tripartite agreement between the allottee, Housing Board Haryana and the Lender Bank/Financial Institution. Moreover keeping in view the financial position of Housing Board Haryana, there is immediate need to adopt/frame liberal policies so that the allottees feel free to seek allotment/transfer of Houses. The earlier existing policies are thus withdrawn and one single unified policy is framed as under:-

1 TRANSFER OF HOUSES/COMMERCIAL PROPERTY:-

The terms & conditions for the transfer of houses are as under:

- 1 The hirer is only entitled to transfer the tenancy rights during the concurrency of HPTA. Once full payment of the house allotted to him is made transfer can be made only by way of Sale Deed, after execution of Conveyance Deed by Housing Board Haryana.
- 2 Once full payment is made and no due certificate is issued, Conveyance Deed would have to be executed. Although demand for land enhanced compensation of cost due to finalization of cost houses can be raised as amount due from the allottee.
- 3 The transfer of tenancy rights will not be restricted in the blood relations and the same can be transferred to any Person also.
- 4 Power of Attorney holder is also competent to get the house transferred on behalf of hirer provided the Power of Attorney contains a clause to this effect and the attorney is legal , valid and enforceable and the hirer is alive.
- 5 No transfer will be allowed until & unless all the arrears due are cleared on the of submission of application for transfer.
- 6 No eligibility condition has been prescribed for the transferee except that the transferee shall be major i.e. completed 18 years of age at the time of transfer for all categories.
- 7 No transfer will be allowed in case of any pending litigation or stay order by any court.
- 8 In case where full payment is yet to be made and HPTA is enforceable, transfer can be allowed more than once subject to payment of requisite fees and submission of documents and completion of formalities as prescribed below:-

PROCEDURE FOR TRANSFER

- i) The hirer/allottee will submit an application to the concerned Estate Manager seeking permission to transfer the house.
- ii) The hirer/allottee will be required to furnish the following documents alongwith application:-
 - A Process fee of category in the shape of bank draft in favour of Housing Board Haryana payable at station of E.M. concerned.
 - B Photostat copy of the allotment letter.
 - C Duly attested Affidavit. (Affidavit is to be executed by the transferor, accepting the transfer of allotment in his/her favour). Notary Public/Executive Magistrate Ist Class.
 - D Duly attested Indemnity Bond to be executed by the transferor. Notary Public/Executive Magistrate Ist Class.
- iii) In case application is given by the Attorney Holder then following documents should also be furnished:-
 - a) Duly attested copy of Power of Attorney.
 - b) Affidavit from Attorney Holder to the effect that:-
 - 1 The allottee is alive.
 - 2 Present correspondence address of the allottee.
 - 3 Power of Attorney has not been cancelled and is still in force in favour of the Attorney Holder.
- iv) The Estate Manager concerned will verify the contents of the application and the affidavit as per record available in the personal file of the allottee.
- v) In case of any clarification/doubts, the hirer/transferor and transferee can also be called in person to ascertain the factual position.
- vi) After completing the above formalities, the decision for transfer will be taken and conveyed to the hirer.

Processing fee and transfer fees charges will be as under:

Sr.No.	Category	Processing fee (Amount in Rupees)	Transfer fee charges (Amount in Rupees)
1	BPL/EWS to BPL/EWS	500/-	3,000/-
2	BPL/EWS to non BPL/EWS	500/-	4,000/-
3	LIG	500/-	7,500/-
4	MIG	500/-	12,500/-
5	HIG	5,000/-	Sale price less than 10 lakh transfer fee Rs. 25000/- Sale price more than 10 lakh transfer fee Rs. 25,000/- + 6% of the amount exceeding Rs. 10 lakh.
6	All Other Categories such as T-I, T-II, T-A, T-B etc.	2,500/-	Sale price less than 10 lakh transfer fee Rs. 15,000/- Sale price more than 10 lakh transfer fee Rs. 15,000/- + 5% of the amount exceeding Rs. 10 lakh.
7	Commercial	10,000/-	@ 7% of sale price of the property.

2 PROCEDURE FOR TRANSFER IN DEATH CASES:-

In case of death of an allottee, transfer in favour of the legal heirs will be carried out. The provisions of HSVP Policy issued vide No.A-UB-A6/2013/26889-899 dated 3.6.2013 will be followed in such cases and only process fee of the category will be charged. No Transfer fees will be leviable.

3 PROCEDURE FOR ADDITION OF NAME

- 1 The hirer will submit an application addressed to the concerned Estate Manager, Housing Board Haryana alongwith following documents:-
 - i) Affidavit duly attested whose name is to be added.
 - ii) Photostat copy of the allotment letter.
 - iii) Process fee of category in the shape of Bank draft in favour of Housing Board Haryana, payable at station of E.M. concerned.
2. The Estate Manager concerned will scrutinize all the documents submitted by the hirer.
3. After the checking, the hirer will be asked to deposit the requisite fee as applicable.
4. After the receipt of the requisite fee, permission will be conveyed to the hirer by the Estate Manager concerned.
5. 50% of the transfer fees of category will be charged in such cases.

4 EXECUTION OF CONVEYANCE DEED:-

- 1 Conveyance Deed would be executed only after full payment of all dues irrespective of HPTA period.
- 2 Once full payment is made and no due certificate is issued, Conveyance Deed would have to be executed. Although demand for Enhanced Land Compensation of cost due to finalization of cost houses can be raised as amount due from the allottee.
- 3 Power of Attorney holder is also competent to get the house transferred on behalf of hirer provided the Power of Attorney contains a clause to this effect and the attorney is legal, valid and enforceable and the hirer is alive. The attorney would have to submit affidavit in this regard.

This policy shall come into effect from the date of issuance.

CHIEF ADMINISTRATOR

Endst.No. 872-905

Dated: 07-02-2020

A copy the above is forwarded to the following for information and necessary action.

- 5 All Executive Engineers/Estate Managers, Housing Board Haryana.
- 6 The Chief Engineer, HBH, Panchkula.
- 7 The CAO/ CRO (E&A)/TP/ Architect /O.S./DDA HBH, Panchkula.
- 8 PS/CA, PA/Secretary, HBH Panchkula.

Revenue Officer (PM),
For Chief Administrator