



To

1. All the Administrators,
HSVP in the State.
2. All the Estate Officers,
HSVP in the State.

Memo No. A-6-UB-2019/42329-30 Dated: 5/3/19

Subject: Policy with regard to transfer of plot on the basis of registered sale deed – amendment thereof.

This is in partial modification of this office memo No. A-4(VKS)-2011/1182-1215 dated 12.01.2011 on the subject cited above.

It was decided to dispense the practice of physical presence of transferor/transferee at time of submission of final documents for issuance of re-allotment letter, in cases of transfer where transfer is being effected through registered sale deed as the transferor/transferee had to appear before the Registrar/Sub-Registrar for execution of sale deed. Therefore, the transferor/transferee may not be called for physical presence after issue of transfer permission in the cases where transfer is effected through sale deed. However, these instructions are not being followed by HSVP offices.

The matter has been re-considered and examined. It has been decided that the same procedure as is done in case of transfer of plot on the basis of registered WILL may also be followed where transfer is affected through registered sale deed by dispensing with the practice of physical presence of transferor/transferee at the time of submission of final documents for issuance of re-allotment letter. Thus the following procedure shall be followed in such case:-

The Estate Officer, concern after doing due diligence as to the genuineness of a registered sale deed may issue a public notice at the cost of the applicant(s) within 30 days of the receipt of the request in 2 newspapers – One in Hindi & other in English, having wide circulation in the area, giving particulars of the property and applicants, who have applied for transfer of ownership rights. The public notice should clearly state that if any persons/legal heir(s) is/are having any objection against the transfer of ownership, the objector(s) can submit the objection to the Estate Officer in writing along with supporting documents within one month of the publication of the notice and if no objection is received within 30 days of the publication of the notice in the aforesaid manner, then the property shall be transferred in the name of the holder of the registered sale deed in the records of HUDA subject to the fulfillment of other conditions regarding submission of the affidavit, indemnity bond etc. if any objection is received, then the objector should be asked to get the dispute settled from the competent court of jurisdiction regarding the genuineness of the sale deed but during the pendency of the dispute, the ownership shall be transferred in the name of the holder of the registered sale deed subject to the final outcome of the case and fulfillment of other conditions regarding submission of the affidavit, indemnity bond etc. and payment of all outstanding dues.




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The matter was placed before the Pradhikaran in its 117th meeting held on 18.02.2019 vide Agenda item No. A-117th(17) for consideration and decision.

The Pradhikaran has accorded its approval. Further, it has also been decided that before issuance of re-allotment letter the verification of sale deed will be made. If the sale deed is found bogus on verification the same will be cancelled. A copy of agenda and extract of proceeding of the Pradhikaran is enclosed herewith for your reference and record.

You are requested to take further action accordingly and action taken report may be sent to this office immediately. This has the approval of CA, HSVP.
DA/As above


Administrator, HQ
for Chief Administrator, HSVP,
Dated:

Endst. No. A-6-UB-2019/

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

1. The Chief Controller of Finance, HSVP, Panchkula.
2. The Chief Town Planner(M) & (N), HSVP, Panchkula.
3. The Chief Engineer-I & II, HSVP, Panchkula.
4. The Chief Architect, HSVP, Panchkula.
5. The Secretary, HSVP, Panchkula.
6. The General Manager(IT), HSVP, Panchkula. He is requested to host it on HSVP website.
7. The District Attorney, HSVP, Panchkula.
8. All the Supdt./Assistants/Record Keepers of Urban Branch, HSVP, HQ, Panchkula.

Administrator, HQ
for Chief Administrator, HSVP,

Agenda Item No. 117th (17)

Policy with regard to transfer of plot on the basis of registered sale deed – amendment thereof.

1. It was decided to dispense the practice of physical presence of transferor/transferee at time of submission of final documents for issuance of re-allotment letter, in cases of transfer where transfer is being effected through registered sale deed as the transferor/transferee had to appear before the Registrar/Sub-Registrar for execution of sale deed. Therefore, the transferor/transferee may not be called for physical presence after issue of transfer permission in the cases where transfer is effected through sale deed. Practically these instructions are not being followed by HSVP offices.
2. In case of transfer of plot on the basis of the registered WILL, the Estate Officer, concerned is issued a public notice at the cost of the applicant(s) within 30 days of the receipt of the request in 2 newspapers – One in Hindi & other in English, heaving wide circulation in the area, giving particulars of the property and applicants, who have applied for transfer of ownership rights The public notice should clearly state that if any legal heir(s) is/are having any objection against the transfer of ownership, the objector(s) can submit the objection to the Estate Officer in writing along with supporting documents within one month of the publication of the notice and if no objection is received within 30 days of the publication of the notice in the aforesaid manner, then the property shall be transferred in the name of the holder of the registered WILL in the records of HUDA subject to the fulfillment of other conditions regarding submission of the death certificate, affidavit, indemnity bond etc. if any objection is received, then the objector should be asked to get the dispute settled from the competent court of jurisdiction regarding the genuineness of the WILL but during the pendency of the dispute, the ownership shall be transferred in the

name of the holder of the registered WILL subject to the final outcome of the case and fulfillment of other conditions regarding submission of the death certificate, affidavit, indemnity bond etc. and payment of all outstanding dues.

3. The matter has been deliberated by the officers and it has been observed that same procedure as is done in case of transfer of plot on the basis of registered WILL may also be followed where transfer is affected through registered sale deed by dispensing with the practice of physical presence of transferor/transferee at the time of submission of final documents for issuance of re-allotment letter.
4. Therefore, it is proposed that the procedure followed in case of transfer of plot on the basis of registered WILL may also be followed, where transfer of plot is affected through registered sale deed.
5. The Hon'ble CM-cum-Chairman, HSVP has approved the above proposal on the file on dated 14.02.2019.

The matter is placed before the Pradhikaran for consideration and decision.