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To

All the Zonal Administrators, HSVP in the State.

All the Estate Officers, HSVP in the State.

Memo No. A-2-UB-2024/ 217655

Dated: 07.08.2024

Subject: Policy for the transfer of institutional plots allotted through e-auction.

In modification of memo No. 188006-007 dated 26.11.2020 regarding transfer of constructed and occupied institutional buildings/sites allotted by HSVP. Meant for research and Development, Education & Training, offices of Professional, Groups/Associations or Societies not engaged in the commercial/ manufacturing activities, corporate offices, other institutional users.

This policy is being framed to outline the procedures and guidelines for the transfer of institutional plots allotted through e-auction, ensuring transparency, efficiency, and fairness. HSVP policy dated 26.11.2020 provides for transfer of institutional plots only in those cases where occupation certificate stands issued and this policy was framed so as to provide for transfer of institutional plots which were not transferable. A need has been felt for framing a policy with regard to transfer of institutional plots allotted through e-auction which covers cases where occupation certificate has not been issued. This policy applies to all institutional plots allotted through e-auction by HSVP.

The relevant clause No. 43 of E-auction policy dated 28.03.2022 in respect of independent commercial properties which are governed by Zoning plan is as under:-

"The property shall continue to belong to HSVP until the entire bid money together with interest and other outstanding dues to HSVP on account of sale of that property are paid and deed of conveyance in favour of successful bidder/allottee is executed. The successful bidder/allottee shall have no right to transfer the property or create any right/title/interest thereon without prior written permission of the concerned Estate Officer, HSVP even after execution of deed of conveyance. However, unless full price is paid and conveyance deed is executed, the allottee may mortgage or create any right/interest on the property only to secure the loan amount against the property towards payment of price including dues etc. of the property but prior written permission of the Estate Officer concerned, HSVP shall be mandatory".

Transfer Process:

1. The allottee shall submit online application to the Estate Officer concerned requesting for transfer of institutional plot sold through

Handwritten signature/initials



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e-auction stating the reasons for the transfer and the details of proposed transferee.

2. Online application shall accompany following documents:
 - Proof of identity and address.
 - Proof of ownership or allotment.
 - No-objection certificate from the financier (if applicable).
3. The Estate Officer concerned will verify the documents and ensure that the allottee is eligible for transfer.

Terms & Conditions:

- i. Transfer of Institutional buildings will be allowed only in those cases where Occupation Certificate has already been obtained from the Competent Authority. The Institutional plots allotted by HSVP which are lying unconstructed and unoccupied shall not be allowed to be transferred in any circumstances.
- ii. The proposed transferee must fulfill the eligibility criteria as laid down by HSVP at the time of initial allotment of the said Institutional plot.
- iii. The transferee/re-allottee shall abide by the terms and conditions as prescribed in the original allotment letter.
- iv. The Institutional building proposed to be transferred shall not be used for any purpose other than that for which it has been allotted in accordance with the plans approved by the competent authority. No obnoxious trade shall be carried out in the building/site.
- v. The Institutional building shall not be allowed to be subdivided or fragmented under any circumstances.
- vi. No shop or commercial building of any kind shall be allowed/ permitted to be constructed in the building/site.
- vii. In case the re-allottee intends to renovate the existing building/ structure, the same shall be allowed only after the building plan of proposed renovation/alteration in existing building/structure is approved by the Zonal Administrator, HSVP concerned.
- viii. Entire outstanding dues including fee/penalty etc., if any, due towards HSVP qua the property/plot must be paid before applying for transfer permission.
- ix. Processing fee for transfer of institutional building will be charged as applicable for commercial properties.

Other Terms and Conditions:-

- (i) The request for transfer shall be considered only after payment of 100% e-auction price and execution of conveyance deed.

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- (ii) The transfer will be subject to the terms and conditions of the original allotment.
- (iii) All regulations/instructions of commercial sites shall be applicable on the transfer of institutional plots.
- (iv) The transfer will not absolve the original allottee of any liabilities or dues.
- (v) The proposed transferee must be eligible to purchase the institutional plot in the original e-auction.
- (vi) The institutional plot shall not be used for any other purpose.
- (vii) No subdivision or fragmentation shall be allowed.
- (viii) Construction shall have to be completed as per HSVP instructions/ Haryana Building Code.
- (ix) The Competent Authority to allow the transfer shall be the Zonal Administrator concerned. The transfer request will be approved or rejected within 15 days from the date of application.
- (x) A transfer fee of 5 Lac will be charged.

This policy will come into effect from the date of issue.

[Signature]
Administrator(HQ),
HSVP, Panchkula.

Endst No. A-2-UB-2024/ 217656

Dated: 07-08-2024

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

1. The Chief Engineer, HSVP, Panchkula.
2. The Chief Town Planner, HSVP, Panchkula.
3. The Chief Controller of Finance, HSVP, Panchkula.
4. The Secretary, HSVP, Panchkula.
5. The Chief Information Technology Officer, HSVP, Panchkula. He is requested to implement the instructions in the PPM.
6. The Deputy ESA, HSVP, Panchkula.

[Signature]
Administrator(HQ),
HSVP, Panchkula