

## **GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY**

Ref.No.: CEO/S.M.(Sys.)/578

Date : 08-11-2001

### **Office Order**

A System for **WORK PROCEDURE - ESTATE MANAGEMENT DIVISION** is being circulated with this office order. Any change/modification/amendment to this can be done only after taking approval from the CEO. The system will be followed with immediate effect.

Sd/-

**(Brijesh Kumar)**  
**Chief Executive Officer**

#### **C.C.To :-**

1. P.A. to Chairman
2. P.A. to C.E.O for Information Please.
3. A.C.E.O.(A/U/G)
4. D.C.E.O.
5. O.S.D.(P)
6. O.S.D.(V)
7. O.S.D.(R)
8. O.S.D.(C)
9. All Officers through Groupwise.

**Chief Executive Officer**

## **WORK PROCEDURE - ESTATE MANAGEMENT DIVISION**

- 1.0 Estate Management Division is responsible for maintaining computerised records and accounting, including follow up action relating to :
- All category of property available for sale, other than Industrial property. This includes Residential, Group Housing, Commercial and institutional properties.
  - Registration, allotment, recovery of amounts due against each property, as well as all correspondence with allottees.
  - Execution of Lease Deeds, registration of properties, transfers and successions.
  - Coordinating with Customer Relations Cell, providing information and speedy redressal of cases referred.
  - Generation of such MIS reports as may be prescribed from time to time.

### **A) RESIDENTIAL PROPERTIES.**

#### **2.0 DATA RELATING TO AVAILABILITY OF PROPERTY**

- 2.1 The base information of each property under the different categories and sectors shall be given by the **Planning Division**, including sector name, area of plots/houses, alongwith exact number and specifications for formulation of new schemes.
- 2.2 The details of left over plots/houses will be generated by the **General Manager (EMD) on a quarterly basis, on the basis of cancellations/forfeiture's/surrenders done during this period.** The dates will be in first week of May, August, November and February. Whenever decided by CEO in consultation with G.M. (Prop.)/ACEO, the list duly approved by CEO shall be forwarded to Marketing Division and a copy will be sent to Planning Division for updating of their maps for allotted and vacant plots.
- 2.3 The approved list of available property shall be forwarded to the **“Township Promotion And Sale Section” of Marketing Division** for finalisation of terms and conditions, printing of brochures and advertisement of scheme.

#### **3.0 NEW SCHEME SECTION:- The activities to be performed by the New Scheme Section are given in detail in division wise detailing of work (attached here with for ready reference at Annexure-1) the procedure to be followed is as under.**

- 3.1 Marketing Division (MD) will formulate a scheme. On its own-on the basis of annual action plan or. On availability of plots given by Planning Division or. EMD will request the Marketing Division (MD) to take out a scheme as per availability approved at 2.2 above.
- 3.2 Marketing Division shall intimate EMD full particulars of schemes to be launched, including the names of banks and branches, other places authorised to sell forms, registration money, dates of opening and closing of scheme and the date of allotment and such other matters as may be necessary for them to know.
- 3.3 The printed forms will be distributed by the Marketing Division to the various bank branches and record of receipt of forms will be forwarded by MD to the EMD. The final reconciliation of money received on account of sale of forms based on these

statements will be forwarded to the Finance section by **NEW SCHEME SECTION** latest within 10 days of closure of scheme. The format for consolidated reconciliation statement is to be submitted by the Bank is as per **Annexure-2**.

- 3.4 All brochures shall carry the date of draw and money of unsuccessful applicants shall be refunded within 2 months of the date of the draw.
- 3.5 New Scheme In-charge shall ensure that the forms will be submitted to the Authority by all the banks within 7 days of the closure of the scheme. The In-charge (New Scheme Section) will initiate the process to create data base of the forms collected and validate the data alongwith the detail of plots/houses offered in the scheme and prepare the eligibility list of the applicants for the draw. The list will be made available to the **Customer Relation Cell for display and inquiry, 2 days before the draw.**
- 3.6 The information regarding sale of forms and registrations will be collected by the in-charge **from the nodal banks on daily basis** and reported through GroupWise mail to ACEO/CEO/Mktg. division in the forenoon on the format at **Annexure-3**.
- 3.7 Data collection and validation of all applications shall be undertaken as per schedule of closing dates for each scheme and the date of draw. Each Bank will submit name wise details of registration done in all categories of property advertised along with dates of registration. Bank reconciliation of the registration collection accounts shall be undertaken simultaneously, which is an important part of the validation.
- 3.8 The draw shall be conducted by the In-charge (New Scheme Section) as per procedure approved by the ACEO/CEO and all arrangements pertaining to the draw will be made by the Estate Division.**
- 3.9 The list of successful applicants will be immediately displayed after the draw at the **Customer Relation Cell** and a copy of the same will be got seen and approved by CEO by the In-charge of the New Scheme Section. The approved list will be put-up on the website on the same day.
- 3.10 The approved list, alongwith all data and records relating to the successful allottees **shall be transferred to the designated Scheme-In-Charge** for further record keeping accounting and processes and after refund to unsuccessful applicants by New Scheme Divisions the same forms will be sent to store section.
- 3.11 Refund cheques to unsuccessful applicants shall be prepared by the New Scheme Section immediately after the draw. **All arrangements regarding this will be made by the Estate Division and the refund will be done within 2 months of the date of draw.**
- 3.12 For purposes of accounting, the following procedure will be followed for banks.
- For every new scheme launched FINANCE DIVISION SHALL OPEN THE following accounts in the NODAL BANKS DESIGNATED TO COVER THE SCHEME (all the branches of the bank shall be merged in the nodal branch).
    - ◆ **A SALE OF FORM ACCOUNT** and
    - ◆ **REGISTRATION ACCOUNT** for the particular scheme
    - ◆ On closure of the scheme the money collected on account of sale of forms and registration will be transferred to **GNIDA main account of respective nodal banks after reconciliation.**

◆ After reconciliation the entries of **sale of forms and registration money** collected shall be given bank-wise to the Finance Division for passing the vouchers.

- All refunds shall be made from the **New Scheme Refund Account with the designated Main Bankers of GNIDA** and the account should be closed as soon as all refunds are made.

#### 4.0 **Allotted Residential properties :**

The procedure laid down in this section shall be followed for residential properties of the **Estate Management Division ACEO/in-charge shall designate the Scheme In-charge for New Scheme**. The Scheme In-charges shall be responsible to maintain all details relating to the property allotted as detailed below.

##### a) **ISSUE OF ALLOTMENT LETTER :**

- 4.1 The activity for this shall commence immediately on completion of formalities relating to allotment of properties as detailed in para 3.0.
- 4.2 A list of the all properties under the scheme alongwith full particulars of the allottees shall be transferred by the New Scheme Section to the Scheme In-Charge designated by G. M. (Estate).
- 4.3 The Scheme-In-Charge shall ensure the issue of allotment letters (generated by computer only), giving full details of installments due, dates, and provisions relating to interest, penal interest, other charges and other terms and conditions of allotment within 15 days of draw.

##### b) **COLLECTIONS :**

The Scheme-In-Charge shall be responsible for **all collections** from allottees against a property. These include:

- Collection of Installments
- Interest
- Penal interest
- Other charges and recoveries as may be determined from time to time
- Registration fee
- Statutory taxes/fee
- Transfer Charges
- Revival charges
- Forfeitures.
- Other recoveries

4.4 The banks authorised by the Finance Division for collection of installment/other dues will have a separate account for each scheme.

4.5 The banks **alongwith the bank statement of each scheme account** will send the challans to the Finance Division of all the deposits received against a particular scheme. The Scheme-in-charges will receive the same from Finance on a daily basis and ensure that the same is fed into the computer on a daily basis by the scheme assistant and tallied with the bank statement. The data creation and validation of all

collection including bank reconciliation of the particular scheme will be the responsibility of the scheme in-charges and will be monitored and compared by the In-charge Scheme collections at the Finance Division.

- 4.6 For this purpose, **scheme wise bank collections Accounts** shall be maintained with the specified nodal banks. No payments from these accounts shall be permitted and the entire weekly balance shall be remitted to GNIDA main banking accounts, which are operated by the Finance Division.
- 4.7 EMD shall submit a monthly summary statement scheme and sector wise of all collections duly reconciled with banks. The details of transfers from collection accounts to the main bank accounts shall be done by the FINANCE DIVISION.
- 4.8 All transfers, cancellations, surrender, change in addresses etc. of property and/or shall be recorded by the Scheme-In-Charge after obtaining approval of the designated Authority.
- 4.9 The Scheme-In-Charge shall be responsible for all correspondence with allottees relating to installments, defaults, transfers, cancellations, surrenders, registration fee /penalties forfeiture etc. as per policy laid down from time to time and duly authorised by the G. M. (EMD).
- 4.10 It is the prima-face duty of **the scheme Assistant to keep the details of properties updated on the computer to the current date.** If there is any discrepancy in this regard, they will be held responsible. Scheme In-charges shall generate checklist on daily basis to keep a check on the status of Updation & correctness of data.
- 4.11 Overall responsibility of checking the files for payment status dues, fees, authentication of the plot holder & transferor will be of the Scheme Assistant/In-charges before any transaction viz. transfer, registration etc. takes place.
- 4.12 The Scheme Assistants will be responsible for updating/feeding records in the computer e.g. bank slips, address change, transfers etc. under the supervision of Scheme In-charges.
- 4.13 The Scheme In-charges will check the checklist and ensure that the Updation is complete and inform on a daily basis to Manager (Property) the date till which the updations are complete and checked.
- 4.14 For any discrepancy, allottee shall bring the matter to the G. M. or D.C.E.O. who will then get it rectified through the Scheme In-charges.

c) **Payment Intimation Slip:** (PIS)

- 4.15 All allottees can ask for the payment intimation slip.
- 4.16 The person wanting a PIS will submit a request at CR CELL.
- 4.17 PIS will be generated at the CR CELL by the personnel on duty from the online Property Management System in two copies. One will be given to allottee and other copy of PIS will be forwarded to Manager (Prop.) who will then distribute it amongst the Scheme In-charges.
- 4.18 The payment intimation letter can be used by the allottee for transfer, registration or for any other purpose in place of NDC (No Dues Certificate).

d) **Registration :**

- 4.19 There will be a “Registration Cell” functional in the Authority to provide a single table interface to the Allottee needed by a “Registration Officer” for this purpose.

- 4.20 An allottee wanting to get his plot registered will come at the CR-CELL and on enquiry will be given the checklist of documents, lease deed draft and rate chart of requisite fees and stamp papers. The checklists of documents/fees required are as below.
- (a) Bank Challan of Ramp Charges.
  - (b) Bank challan of Lease rent @ 10% the total cost of the plot.
  - (c) Bank challan of processing charges of Rs. 5000/-.
  - (d) Stamp papers of the required denomination.
  - (e) 5 Photographs duly attested by a Gazetted Officer or the Banker.
  - (f) 2 Signatures duly attested by a Gazetted Officer or the Banker.
  - (g) Late registration fees (if due) equal to 1% of the total cost of the plot.
  - (h) Any other penalty/fees as approved for a particular scheme in certain circumstances.
- 4.21 In case the allottee is ready and comes with the documents and Bank Challans, the CR-CELL would issue token and intimate the at which time they will meet the officer designated for doing the registry. The CR-CELL will ensure that the requisite amount has been deposited in the bank and then issue tokens.
- 4.22 The paper received at CR-CELL will be sent to the scheme incharge by CR-CELL at 11.00 a.m. and after that at an hourly interval to the Estate Division.
- 4.23 CR-CELL will issue number slips to the allottees depositing all the papers and drafts and the same number will be attached to the papers sent to EMD.
- 4.24 The registration will be done at an allocated space in the Authority from 11.00 noon (Previous day's backlog can be taken up first).
- 4.25 The allottees can sit with their token in the registration area and will be called by their token by the Registration Officer.
- 4.26 The Scheme Incharges will process the files as per token numbers. They will check the file for status of payment dues, name, address, signatures, fees the on the notesheet side and certify and write on notesheet **"FIT FOR REGISTRATION"** and send it to Incharge (Registration).
- 4.27 The Registration officer on receipt of the file **"FIT FOR REGISTRATION"** will call the **TOKEN** number and sign on behalf of the Authority alongwith the allottee.
- 4.28 He will ensure that the lessee signing on the lease deed is authorised to do so and the signatures are matched.
- 4.29 Once the registration process is complete the allottee shall deposit the Authority's copy to the Registration officer. Who will then keep it on the file and return the file to the scheme incharge writing on the notesheet side that registration has been done and a copy of registration deed is on file.
- 4.30 The scheme incharge on receipt of the file will record details of registration on computer and keep the file.
- 4.31 The process should be done within 2 days of receipt of completed lease deed application alongwith the dues if any.
- 4.32 For sending requests to Scheme Incharges and collection of respective files, a (Dak Messenger) shall be posted with Incharge (Registration).

4.33 At any point of time the load can be more, then one more officer can be designated for this purpose.

e) **Transfer Procedure :**

The following procedure will be followed for transfers of a Residential Property are as under:

4.34 The Transfer of Plots will be done **only as per approved policy (Present policy as per Annexure-4A & 4B) of Transfer by the CEO and after the requisite fees has been paid by the transferor.** No Transfer Charges will be paid if the transfer is made to blood relations.

4.35 For transferring the plot to another person, allottee/purchaser will have purchase **Transfer Form from the Bank counter on payment of Rs. 100/- only (As per Annexure----**).

4.36 The application for transfer of a property will be submitted at the **Customer Relation Cell of the Authority** alongwith an affidavit (as per matter given in the form Annexure-5) on a Rs. 10/- Stamp Paper duly notarised by the allottee alongwith the copy of receipt of transfer charges deposited in the bank. Acknowledgement slip will be given to them at the **CR Cell.**

4.37 Scheme Incharges concerned will scrutinize the papers and approve the transfer as per approved policy and issue transfer letter within 7 days of receipt of application, and get it immediately entered into the computer system also.

4.38 The checklist of the documents to be submitted by the allottee for transfer of plot are as per under.

**Checklist of documents to be furnished alongwith the Transfer form**

- Transfer form.
- Processing Fee of Rs. 1000/- in favour of GNIDA (Non-refundable).
- Transfer charges.
- Payment Intimation Slip.
- Certified copy of upto date extension of time period for construction issued by Estate Division/Occupancy Certificates issued by Building Cell, Greater Noida (For transfer of Plots).
- Any other documents as may be required in the policy.

f) **Joint Name Processing**

4.39 In case allottee wishes to include the name of his wife or other person he will have to submit the request on the format for Joint Name, which can be obtained from the CRCELL (**form as per annexure-6**).

4.40 After filling it, the applicant will deposit the same at the CR-CELL alongwith an affidavit of not having any other plot in Greater Noida in the second name.

4.41 The joint name letter will be issued within 3 days of receipt of request by the Scheme Incharge.

g) **Conversion of Plots :-**

4.42 The present conversion policy is as per **annexure-7**.

4.43 Conversion will be approved and issued by G.M. (Estate) or other competent Authority as per approved policy.

**h) Cancellation Forfeiture :**

4.44 Defaults notices will be generated on every 1<sup>st</sup> to 5<sup>th</sup> of every month and sent to the allottees positively by 7<sup>th</sup> of every month.

4.45 Forfeiture notice will be sent to all defaulters by the scheme incharges after seeking approval from DCEO/ACEO as per the policy approved from time to time.

4.46 Forfeiture/cancellations will be done on a monthly basis of all properties where the allottee does not reply to the forfeiture/cancellation notice within the prescribed time. The process will be initiated by the scheme incharge who will get it approved by the designated approving Authority Report of forfeitures done shall be reported to Manager (EMD) for keeping records of property available for sale after the revival period is over.

4.47 Revival can be considered under the approved policy **only annexed at 8A & 8B.**

4.48 The scheme incharge will put up the case for revival. Before the approving Authority and get the charges deposited once the revival is approved balance amount & revival charges to be paid within a month from the date of dispatch of the letter.

**(B) INSTITUTIONAL PROPERTIES :**

4.49 The allotment of Institutional Properties will be done on a fortnightly basis.

4.50 The Allotment Committee will be as indicated by CEO from time to time. At present the Committee is as follows :

- ACEO/DCEO.
- GM (E.M.D.)
- GM (Fin.)
- GM (Planning)

4.51 The allotment rates and terms and conditions will be as per the policy approved by CEO from time to time.

4.52 For updation and collection/default/cancellation the Incharge of Institutional properties will be responsible.

4.53 The procedure for updation collection, transfers cancellation, defaulters registration detailed etc. will be as residential properties governed by Policy made for Institutional Properties from time to time.

**(C) GROUP HOUSING SCHEME :**

4.54 The scheme once announced by Marketing Division will be dealt by the Incharge Group Housing Scheme.

4.55 The forms will be directly received by the Incharge (Group housing).

4.56 The allotment will be done as per the terms and conditions of the brochure.



- 4.57 For updation and collection/default/cancellation the Incharge of Institutional properties will be responsible.
- 4.58 The procedure for updation collection, transfers cancellation, defaulters registration detailed etc. will be as residential properties governed by Policy made for Group Housing Scheme Brochures.

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## **1. ESTATE MANAGEMENT DIVISION**

The Estate Management role starts when a scheme for Residential/Commercial/Institutional/ Group Housing is floated by the Marketing Division.

### **RESIDENTIAL PROPERTY :**

#### **1.0 NEW SCHEMES SECTION :**

All new schemes will be initially dealt with, upto the stage of allotment and refund in the New Scheme section. After allotment the scheme allottees will then be transferred to the Scheme in-charge designated by GM (Estate Management).

- 1.1 Collection of applications within a scheme from banks.
- 1.2 Creating database for applicants for the scheme floated in computer either in-house/ outhouse.
- 1.3 Bank reconciliation of collections through bank and the database created.
- 1.4 Validation of forms and database created in the computer.
- 1.5 Making list of eligible candidates for draw.
- 1.6 Collecting from Planning Division and feeding the details of plot available in the computer.
- 1.7 Conducting draws and allotment of specific plots to allottees.
- 1.8 Transfer data and files of successful allottees to designated scheme in-charge.
- 1.9 Refunds for unsuccessful applicants and related bank reconciliation.

#### **2.0 RESIDENTIAL SCHEMES (AFTER ALLOTMENT) :**

- 2.1 Maintaining online database of allottees on the computer, which includes.
  - 2.1.1 Issue of allotment letters giving installment schedule through computer.
  - 2.1.2 Collection of all deposits (viz. Installment, interest, registration fees, other statutory fees/taxes etc.) against property allotted.
  - 2.1.3 Bank reconciliation of collections through bank and the database created.
  - 2.1.4 Updating database for transfer, cancellations, surrenders, upgradation of plots.
- 2.2 Maintaining individual property record for allottees on files.
- 2.3 All correspondence with the allottees regarding installment defaults, transfers, cancellations, building plan notices, registration notices and statutory fee deposits, and updating database accordingly.
- 2.4 Co-ordinating with the Customer Relation Cell for speedy redressal of the cases referred.
- 2.5 Creating MIS report for Finance and Planning Section/Marketing Section/MSD details of plots sold/remaining/surrendered/cancellation/out-standing etc.
- 2.6 Execution of the Lease Deed.
- 2.7 Co-ordinating with the Legal Cell regarding registrations/transfers/succession/ disputes of a particular property.

- 2.8 Referring cases for Building Cell/Urban Services Department for further activities and collection of all related taxes/fees.

### **OTHER PROPERTIES :**

#### **3.0 GROUP HOUSING SCHEMES :**

- 3.1 Collection of applications within a scheme from banks.
- 3.2 Creating database for applicants for the scheme floated in computer either in-house/outhouse.
- 3.3 Bank reconciliation of collections through bank and the database created.
- 3.4 Validation of forms and database created in the computer.
- 3.5 Collecting from Planning Division and feeding the details of plot available in the computer.
- 3.6 Refunds for unsuccessful applicants/cancelled allottees and related bank reconciliation.
- 3.7 Maintaining online database of allottees on the computer, which includes.
  - 3.7.1 Issued of allotment letters giving installment schedule through computer.
  - 3.7.2 Collection of all deposits (viz. Installment, interest, registration fees, other statutory fees/taxes etc.) against property allotted.
  - 3.7.3 Bank reconciliation of collections through bank and the database created.
  - 3.7.4 Updating database for transfer, cancellations, surrenders, upgradation of plots.
- 3.8 Maintaining individual property record for allottees on files.
- 3.9 All correspondence with the allottees regarding installment defaults, transfers, cancellations, building plan notices, registration notices and statutory fee deposits, and updating database accordingly.
- 3.10 Co-ordinating with the Customer Relation Cell for speedy redressal of the cases referred.
- 3.11 Creating MIS report for Finance and Planning Section/Marketing Section/MSD details of plots sold/remaining/surrendered/cancellation/out-standing etc.
- 3.12 Maintaining list of vacant plots and informing Planning Division on monthly basis.
- 3.13 Execution of the Lease Deed.
- 3.14 Co-ordinating with the Legal Cell regarding registrations/transfers/succession/disputes of a particular property.
- 3.15 Referring cases for Building Cell/Urban Services Department for further activities and collection of all related taxes/fees.

#### **4.0 COMMERCIAL PROPERTIES :**

- 4.1 Collection and processing of applications within a scheme.
- 4.2 Opening of offer for specific property locations in different categories, preparing comparative statements of the offers received and putting up before the designated committee for acceptance/rejections.
- 4.3 Arranging for presentations if required.
- 4.4 Maintaining online total database of Commercial Properties on the computer, which includes.

- 4.4.1 First time entry of applications in the computer.
- 4.4.2 Data Validation of application.
- 4.4.3 Bank reconciliation of collections through bank and the database created.
- 4.4.4 Updating database for transfer, cancellations, surrenders, upgradation of plots and deposits of installments/fees.
- 4.5 Refunding the earnest money of unsuccessful bidders.
- 4.6 Issuing of Reservation Letter for successful applicants.
- 4.7 Issue of intimation cum Allotment Letter and notice for allotment amount.
- 4.8 All correspondence with the allottees regarding installment defaults, transfers, cancellations, building plan notices, registration notices and statutory fee deposits, and updating database accordingly.
- 4.9 Co-ordinating with the Customer Relation Cell for speedy redressal of the cases referred.
- 4.10 Creating MIS report for Finance and Planning Section/Marketing Section/MSD details of plots sold/remaining/surrendered/cancellation/out-standing etc.
- 4.11 Maintaining list of vacant plots and informing Planning Division on monthly basis.
- 4.12 Execution of the Lease Deed.
- 4.13 Co-ordinating with the Legal Cell regarding registrations/transfers/succession/disputes of a particular property.
- 4.14 Referring cases for Building Cell/Urban Services Department for further activities and collection of all related taxes/fees.

## **5.0 INSTITUTIONAL PROPERTIES :**

- 5.1 Collection and processing of applications within a scheme.
- 5.2 Opening of offer for specific property locations in different categories, preparing comparative statements of the offers received and putting up before the designated committee for acceptance/rejections.
- 5.3 Arranging for presentations if required.
- 5.4 Maintaining online total database of Commercial Properties on the computer, which includes.
  - 5.4.1 First time entry of applications in the computer.
  - 5.4.2 Data Validation of application.
  - 5.4.3 Bank reconciliation of collections through bank and the database created.
  - 5.4.4 Updating database for transfer, cancellations, surrenders, upgradation of plots and deposits of installments/fees.
- 5.5 Refunding the earnest money of unsuccessful bidders.
- 5.6 Issuing of Reservation Letter for successful applicants.
- 5.7 Issue of intimation cum Allotment Letter and notice for allotment amount.
- 5.8 All correspondence with the allottees regarding installment defaults, transfers, cancellations, building plan notices, registration notices and statutory fee deposits, and updating database accordingly.
- 5.9 Co-ordinating with the Customer Relation Cell for speedy redressal of the cases referred.

- 5.10 Creating MIS report for Finance and Planning Section/Marketing Section/MSD details of plots sold/remaining/surrendered/cancellation/out-standing etc.
- 5.11 Maintaining list of vacant plots and informing Planning Division on monthly basis.
- 5.12 Execution of the Lease Deed.
- 5.13 Co-ordinating with the Legal Cell regarding registrations/transfers/succession/ disputes of a particular property.
- 5.14 Referring cases for Building Cell/Urban Services Department for further activities and collection of all related taxes/fees.

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**DETAILS OF REGISTRATION FORMS**

**Name of bank:**

**Address:**

**Date of Submission:**

Date	Forms recd	Forms sold	Amount collected due to sale of forms	Registration recd. Numbers				Registration money recd. Rs. In 000				
				Category -1	Category -2	Category -3	Category -4	Category -1	Category -2	Category -3	Category -4	Total registration money

**Signature and seal of the bank manager**

**Daily Report of Forms Sold and Registration Received**

S. No.	Name of Bank	Total Forms Issued	Forms Sold	Registration Received			
				Category-1	Category-2	Category-3	Category-4
1	2	3	4	5	6	7	8

Incharge (N.S.S.)

**TRANSFER POLICY FOR FLATS**

पत्रांक: सम्पत्ति/99/58

दिनांक: 04-08-1999

**कार्यालय आदेश**

प्राधिकरण की पूर्ण निर्मित एवं अर्द्धनिर्मित भवनों की योजनाओं के ब्रोशर में भवनों के हस्तांतरण को अनुमान्य किया गया था, परन्तु प्रक्रिया के अभाव में अभी तक हस्तांतरण प्रारम्भ नहीं किया जा सका था। अतः मुख्य कार्यपालक अधिकारी के अनुमोदन दिनांक 22.07.1999 के क्रम में प्राधिकरण द्वारा पूर्ण निर्मित एवं अर्द्धनिर्मित भवनों की योजनाओं में भवन हस्तांतरण की प्रक्रिया निम्नानुसार निर्धारित की जाती है।

1. भवन/फ्लैट हस्तांतरण हेतु वांछित प्रपत्र रु0 100.00 मूल्य पर प्राधिकरण के स्वागत कक्ष/सम्बन्धित बैंक से प्राप्त किये जा सकते हैं।
2. हस्तांतरण हेतु रु0 1000.00 प्रोसेसिंग फीस के रूप में देय होगी।
3. 90 वर्गमीटर से कम निर्मित क्षेत्रफल के फ्लैट/आवासीय भवन हेतु हास्तांतरण शुल्क रु0 20.00 प्रति वर्गमीटर तथा 90 वर्गमीटर से अधिक निर्मित क्षेत्रफल के फ्लैट/आवासीय भवन हेतु रु0 40.00 प्रति वर्गमीटर हस्तांतरण शुल्क देय होगा।
4. आवेदक हस्तांतरण प्रपत्र की समस्त संलग्नकों एवं प्रवृष्टियों को पूर्ण करके प्रपत्र स्वागत कक्ष में प्राप्ति एवं प्रेषण सहायक को प्राप्त करायेगा।
5. सम्पत्ति विभाग में प्रपत्र के प्राप्त होने पर तत्काल सम्बन्धित सहायक/योजना प्रभारी द्वारा अपनी टिप्पणी उल्लिखित कर यदि समस्त औपचारिकताएँ पूर्ण हों तो अनुमोदन हेतु विशेष कार्याधिकारी/महाप्रबन्धक (सम्पत्ति प्रबन्धन) को प्रस्तुत की जायेगी। अनुमोदनोपरान्त हस्तांतरण पत्र आवेदक को प्रेषित/उपलब्ध करा दिया जायेगा।

यह प्रयास होना चाहिये कि हस्तांतरण प्रपत्रों का निस्तारण सात कार्यदिवसों में कर दिया जाय। यदि किसी प्रकार की त्रुटि अथवा कमी हस्तांतरण प्रपत्रों में पायी जाती है तो विशेष कार्याधिकारी/महाप्रबन्धक (सम्पत्ति प्रबन्धन) से अनुमोदन लेकर आवेदक को सूचित किया जाय और कमी दूर कराकर अग्रिम कार्यवाही की जाय।

**Signed**  
**(नरेन्द्र कुमार चौधरी)**  
विशेष कार्याधिकारी

**प्रतिलिपि:-**

1. प्रबन्धक/समस्त योजना प्रभारियों को आवश्यक कार्यवाही हेतु।
2. सहायक प्रबन्धक, स्टोर।

विशेष कार्याधिकारी

**Annexure-4B**



**GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY**

**Application For Transfer of Residential Plot/Flat/House  
Valid for a period of Six Month from the date of issue**

**Price** : Rs. 100/- (One Hundred Only)  
**First Copy** : To be submitted to Officer on Special Duty (Property)/General Manager (Property), Greater Noida for obtaining transfer order.

Form Sl. No.....  
Date of issue .....

**Signature & Designation of  
Issuing Authority**

**Officer on Special Duty/General Manager (Estate Management),  
Greater Noida Industrial Development Authority,  
169, Chitvan Estate, Sector-Gamma, Greater Noida City-201 306 (U.P.)**

I/we \_\_\_\_\_  
(To be filled by the bank at the time of sale of Transfer form)

S/o, W/o, D/o Shri \_\_\_\_\_  
R/o \_\_\_\_\_ want to  
transfer Plot/Flat/House No. \_\_\_\_\_ Block \_\_\_\_\_ Sector \_\_\_\_\_ having an  
area of \_\_\_\_\_ sq. Mt. in favour of Shri/Smt./Km. (Transferee) \_\_\_\_\_  
S/o, W/o, D/o Shri \_\_\_\_\_ R/o \_\_\_\_\_

\_\_\_\_\_  
(To be filled by the bank at the time of sale of Transfer form)

The Transferor(s) and Transferee(s) have read and understood the terms and conditions for transfer of Plot/Flat/House and undertake to abide by the same and accordingly apply for transfer of above stated Plot/Flat/House.

**Signature of Transferor(s)  
Above signature are attested**

**Signature of Transferee(s)  
Above signature are attested**

**Signature, Name, Designation  
And seal of the Gazetted Officer/  
Banker attesting the signature**

**Signature, Name, Designation  
And seal of the Gazetted Officer/  
Banker attesting the signature**

**LIST OF ENCLOSURES:-**

1. Processing fee of Rs. 1000/- (Rupees one Thousand) Non refundable/non-adjustable in the Account's Payee Demand Draft/Pay Order No. \_\_\_\_\_ Dated \_\_\_\_\_ in favour of "Greater Noida Industrial Development Authority" payable on \_\_\_\_\_ bank of Noida/Delhi/New Delhi.

2. Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ payable at \_\_\_\_\_  
\_\_\_\_\_ amounting to Rs. \_\_\_\_\_ in favour of Greater Noida Industrial  
Development Authority on account of transfer charges is enclosed.
3. No Dues Certificate dated \_\_\_\_\_ issued by the Manager/Dy. Manager (Property) is  
enclosed (in original).
4. Certified copy of upto date extension of time period for construction issued by property  
Section/Occupancy Certificate issued by Building Cell, Greater Noida. (For Transfer of  
Plots Only).
5. Joint affidavit from Transferor(s) and proposed Transferee(s) duly notarised.

### **TRANSFER CHARGES :**

#### **For Plots :**

1. Rs. 50/- per sq. meter (applicable in case, when plot size is upto 150 sq.mtr. and lease deed  
has not been executed in favour of the Transferor).
2. Rs. 100/- per sq. meter (applicable in case, when plot size is more than 150 sq.mtr. and lease  
deed has not been executed in favour of the Transferor).
3. Rs. 50/- per sq. meter (applicable on all sizes of the plot if lease deed has been executed in  
favour of the Transferor).

#### **For Flats/Houses (Buildup Housing Scheme only)**

1. Upto 90 sq. mtr. of covered area, Rs. 20/- per sq. mtr.
2. Above 90 sq. mtr. of covered area, Rs. 40/- per sq. mtr.

**In case the Transfer of Plot/Flat/House is made in favour of son, daughter, husband/wife's  
name (blood relation) no transfer charges shall be payable.**

#### **Note:-**

1. The transfer charges shall be levied as applicable at the time of grant of transfer permission.
2. The rate of transfer charges, sector rate and rate of location benefit charges can be revised at  
any time without any notice.

**DEFICIT EXTENSION CHARGES** (Difference in the amount of extension charges payable as  
per prevailing sector rate minus extension charges paid by the transferor) for the remaining  
extension period to be enjoyed by the transferee shall be payable in cases where occupancy  
certificate has not been issued. For calculation of the deficit extension charges, minimum period of  
one month shall be taken into consideration.

### **CAUTION**

Several cases have been reported to the Authority where the transferors have revoked the power of  
Attorneys executed in the past and have disputed the transfer of respective plots/flats/houses.  
Prospective Transferees are advised to obtain the transfer permission at the earliest.

**Annexure - 5**

To be filled on Stamp paper of Rs. 20/-

**AFFIDAVIT FOR TRANSFER OR RESIDENTIAL PLOT/FLAT/HOUSE IN  
GREATER NOIDA**

We, Shri/Smt./Km. \_\_\_\_\_ (Name of Transferor) S/o,W/o,  
D/o Shri \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ and  
Shri./Smt./Km. \_\_\_\_\_ (Name of Transferor)  
S/o,W/o, D/o Shri \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm and  
declare jointly on oath as under in respect of Residential PLOT/FLAT/HOUSE No. \_\_\_\_\_  
Sector \_\_\_\_\_ Greater Noida District Gautam Budh Nagar (U.P.).

1. That the Transferor and Transferee are bonafide citizens of India and are competent to contract.
2. That the deponents understand that receipt of the transfer request and charges by the Authority are purely provisional and do not provide/constitute any right to deponents for claiming grant of transfer permission by the Authority. The Authority reserves the right to decide the case on merit and is free to reject request for transfer without assigning any reason. In the event of such rejection, the transfer charges deposited shall be refunded. No interest, however, shall be payable on the deposits so made.
3. That the Deponents undertake to abide by the rules, regulations, terms, conditions and directions etc. of the Greater Noida Industrial Development Authority as applicable from time to time.
4. That the transfer of rights, interests, payments assets liabilities, little etc. to the Transferee in respect of above property are limited to the extent vested in the Transferor.
5. That the dues in respect of above said residential **PLOT/FLAT/HOUSE** has been cleared till the date of deposit of transfer documents in the Greater Noida Industrial Development Authority and no dues certificate issued by the component authority is enclosed.
6. The occupancy certificate has been issued for the **PLOT/FLAT/HOUSE** under consideration for transfer and A certified copy of the same is enclosed.

**OR**

A certified copy of valid extension letter till the date of filling of transfer application is enclosed.

**OR**

Lease Deed of the said residential **PLOT/FLAT/HOUSE** has not been executed.

**OR**

Lease Deed of the said residential **PLOT/FLAT/HOUSE** has not been executed on \_\_\_\_\_ and the time provided for completing the construction is till \_\_\_\_\_.  
The transferee will construct and complete the house within the time provided for the above.

7. That the above property has neither been mortgaged for offered as collateral security to any institution and is free from all encumbrances.

**OR**

The above mortgaged property is mortgaged to \_\_\_\_\_. And a certificate permitting the transfer is enclosed.

8. That the Deponents have ensured that there is not unauthorized construction and/or use in the property.
9. That the Documents and/or their spouse/dependent children are not member of any cooperative/group housing society nor will become member of any co-operative/group housing society operating in notified area of Greater Noida.
10. That the transferee and/or their spouse/dependent children do not apply for any PLOT/FLAT/HOUSE in Greater Noida Industrial Development Authority and will not take possession of any PLOT/FLAT/HOUSE in any pending scheme of GNIDA.
11. That the transferee shall inherit all the assets, liabilities connected with the above property including liabilities on account of deviations made in the building or on account of violation of terms and conditions of lease deed/sub-lease deed by the Transferor.
12. That the deponents shall pay to the Authority any outstanding dues along with the rate of interest prescribed by GNIDA, on the date of transfer.
13. That the transferee shall abide by the terms and conditions of allotment and lease deed/ sub-lease deed executed/or to be executed in respect of above property and other terms and conditions indicated/communicated in any other subsequent letter/order or as may be indicated from time to time by the Authority and would pay all dues/lease rent/ taxes/ penalties/local taxes etc. as per terms and conditions prescribed by the Authority from time to time.
14. That in pursuance of the above said terms and conditions the transferee hereby agrees and undertakes to indemnify the said Greater Noida Industrial Development Authority against claims, demands expenses and liabilities whatsoever on account of any loss and damages, if any, regarding the transfer of said plot purchased by indemnified from the transferor(s).
15. The Transferee shall not transfer his/her right without prior approval of the Authority in writing which the Authority may refuse without assigning any reason or allow on such terms and conditions as it may deem fit.
16. In the event of transfer being permitted by the Authority, the Transferee shall execute transfer deed (in case lease deed has been executed by the transferor) within 90 days from the date of issue of Transfer Memorandum, and thereafter on its acceptance by the Authority, shall be entitled to lease hold rights for the remaining period of 90 years from the date of execution of original lease document or possession of the PLOT/FLAT/ HOUSE whichever is earlier. The transfer Deed shall be executed between Transfer and Transferee. Transfer deed executed by other than Transferor shall not be accepted.
17. The lease rent of the subject property shall be payable by the Transferee as indicated by the Authority. The transferee also understands that the revised lease rent/ground rent may be enhanced after every 10 years from the date of execution of the original lease deed/legal documents subject to the condition that the same shall not exceed 50% of the lease rent last thus fixed.
18. The transferee shall put the PLOT/FLAT/HOUSE in the use exclusively for residential purposes and shall not use it for any purpose other than residential.
19. The deponents understand that the Chief Executive Officer/Competent Officer of the Authority shall have every right to amend or alter the terms and conditions as deemed fir from time to time and such amendment/modification shall be binding on them.
20. The transferor and transferee abide that in the event of transfer being obtained through misrepresentation/suppression of facts or in case of any breach/violation of any terms and conditions stated herein and in this Affidavit, the Authority shall be free to take action as

deemed fir and to exercise its rights for cancellation of allotment/lease hold right including forfeiture of deposited amount.

21. That the deponents are bound by the provisions of the U.P. Industrial Area Development Act, 1976 (U.P. Act No.6 of 1976) and the rules and regulations made and/or directions issued there under and enacted/amended from time to time.
22. That the Deponents undertake that disputes if any with regard to approval of transfer of the Property and/or otherwise shall be subject to the district court where the property is situated or in the High Court of Judicature at Allahabad.

**Deponent-1  
Transferor**

**Deponent-2  
Transferee**

**Verification:**

We the above deponents do hereby verify that the contents and declarations made in the above affidavit are true to the best of our respective knowledge and belief and nothing has been concealed.

**Deponent-1  
Transferor**

**Deponent-2  
Transferee**

## CONVERSION POLICY

### ग्रेटर नोएडा औद्योगिक विकास प्राधिकरण

पत्रांक-सम्प/2002/213

दिनांक - 30.01.02

### कार्यालय आदेश

मुख्य कार्यपालक अधिकारी महोदय के आदेश दिनांक 28.12.2001 के क्रम में प्राधिकरण के सम्पत्ति विभाग में निम्न आदेश तत्काल प्रभाव से लागू किये जाते हैं-

- अल्फा, बीटा, एवं गामा सैक्टरों में un-registered भूखण्डों पर प्रचलित अर्थदण्ड, पुर्नजीवन शुल्क एवं 20% दण्डात्मक ब्याज लेते हुए रजिस्ट्रेशन हेतु दिनांक 28.2.2002 तक मय प्रचलित समय वृद्धि शुल्क अन्तिम अवसर दिया जा रहा है। आदेशानुसार उक्त सभी प्रकरणों में show cause notice देते हुए यह अवगत करा दिया जाये कि दिनांक 28.2.2002 के उपरान्त बिना कारण बताये आवंटन स्वतः ही निरस्त समझा जायेगा, तथा उक्त तिथि के उपरान्त किसी भी प्रार्थना पत्र पर विचार नहीं किया जायेगा।
- सम्पत्ति विभाग में प्रचलित भूखण्ड कनवर्जन के नियम समय-समय पर संशोधित हुए हैं। अंतिम संशोधनों को संकलित कर निम्न कनवर्जन नीति तत्काल प्रभाव से प्रयोग में लाई जायें-
  1. आवंटित भूखण्ड क्षेत्रफल की श्रेणी से उच्च श्रेणी में आवंटन परिवर्तन के लिए उन्हीं सैक्टरों में विचार किया जायेगा, जिनकी योजना पूर्व में लाई जा चुकी है तथा योजनानुसार आवंटन के बाद भूखण्ड उपलब्ध हों।
  2. आवंटित आवंटित भूखण्ड क्षेत्रफल से अधिकतम 2 slab उच्च श्रेणी की मांग कर सकता है। उदाहरणार्थ 60 वर्गमी0 से अधिक 120 वर्ग मी0 के भूखण्ड क्षेत्रफल में ही conversion नियमानुसार किया जायेगा।
  3. उच्च श्रेणी के भूखण्ड के परिवर्तन वांछित आकार के भूखण्ड के उपलब्धता के आधार पर एक मुश्त भुगतान योजना के अन्तर्गत दी जायेगी। इसी प्रकार एक सैक्टर से दूसरे सैक्टर में आवंटन परिवर्तन की भी अनुमति दी जायेगी।
  4. कनवर्जन शुल्क सैक्टर के प्रचलित दर का 5% प्रति वर्गमीटर के अनुसार देय होगा।
  5. परिवर्तन की तिथि पर शेष भूखण्ड के परिमाण पर देय प्रीमियम राशि की गणना तिथि पर प्रचलित, आवंटन दर के अनुसार की जायेगी।
  6. परिवर्तन आवंटन के पश्चात एवं कब्जा लेने के पूर्व ही अनुमन्य होगा।
  7. प्राधिकरण में कार्यरत कर्मचारियों/अधिकारियों को भूखण्ड का कनवर्जन उच्च श्रेणी के भूखण्डों से निम्न श्रेणी के भूखण्ड में किया जा सकता है। जिसके लिये मुख्य कार्यपालक अधिकारी महोदय की अनुमति नेली होगी।
  8. प्राधिकरण में कार्यरत कर्मचारियों/अधिकारियों हेतु कनवर्जन शुल्क रू010/- प्रति वर्गमीटर होगा।
  9. कनवर्जन हेतु 2 Zone का गठन किया गया है।
- Developed zone - इसके अन्तर्गत सैक्टर अल्फा, बीटा, गामा, टाऊ (स्वर्ण नगरी) और फाई I (P3) शामिल हैं।
- Undeveloped zone - इसके अन्तर्गत सैक्टर डेल्टा, रोह (सैक्टर 37), फाई II (P4), सिग्मा (पाई I) एकांकी एवं विश्रांती (part of Sigma) सैक्टर शामिल है।

कनवर्जन केवल Within the zone ही किया जायेगा। भूखण्ड कनवर्जन उक्त वर्णित Developed Zone से Undeveloped Zone एवं Visa-versa अनुमन्य नहीं होगा।

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(रमेश चन्दानी)

विशेष कार्याधिकारी

प्रतिलिपि:-

1. अपर मुख्य कार्यपालक अधिकारी महोदय के सूचनार्थ।

2. सम्पत्ति विभाग के समस्त योजना प्रभारियों को इस आशय से सूचनार्थ कि वे तत्काल प्रभाव से कार्यवाही सुनिश्चित करें।
3. सी0आर0 सेल को इस आशय से कि वे आगन्तुकों को प्राधिकरण के नियम से अवगत करायें।

विशेष कार्यधिकारी

REVIVAL POLICY FOR FLATS

पत्रांक: सम्पत्ति/2000/  
दिनांक: सितम्बर, 2000

कार्यालय आदेश

प्राधिकरण के भवनों की स्कीम में हो रहे जब्तीकरण के उपरान्त आवंटन के पुनर्स्थापना सम्बन्धी नीति, मुख्य कार्यपालक अधिकारी द्वारा दिनांक 28.09.2000 को अनुमोदित की गयी है जिसके अन्तर्गत निम्नलिखित नियम तत्काल प्रभाव से निर्धारित किये जाते हैं-

1. जब्तीकरण की दिनांक तक कुल प्रीमियम का 30 प्रतिशत मुल्य जमा रहना चाहिए ।
2. पुनर्स्थापना हेतु आवेदन पत्र जब्तीकरण की दिनांक से 6 माह के अन्तर्गत प्राधिकरण में प्राप्त होना चाहिए ।
3. रिक्त भवनों की उपलब्धता होनी चाहिए ।
4. केवल बी0एच0एस0-01, बी0एच0एस0-02 जो **low income group** हेतु निकाली गयी थी, में पुनर्स्थापना शुल्क 1% अधिभार भवन आवंटन की दर पर लिया जायेगा ।
5. बी0एच0एस0-03 योजना में पुनर्स्थापना शुल्क 5% अधिभार भवन आवंटन की दर पर लिया जायेगा ।
6. देय धनराशि मय ब्याज एवं पुनर्स्थापना शुल्क, पत्र निर्गत होने के एक माह के अन्दर प्राधिकरण में जमा कराना होगा । तदुपरान्त पुनर्स्थापना हेतु अनुमोदन प्राप्त किया जाये ।

उक्त आदेश तत्काल प्रभाव से लागू होंगे।

**Signed**  
(एस0ऐ0आर0 जैदी)  
वरिष्ठ प्रबन्धक (सम्पत्ति)



## Revival Policy for Plots

पत्रांक: कार्मिक/98/3147

दिनांक: 23 जुलाई, 1998

### कार्यालय आदेश

पूर्व में जारी कार्यालय आदेश संख्या सम्पत्ति/96/73 दिनांक 09 अप्रैल 1996 को अवक्रमित करते हुए आवासीय भूखण्डों के निरस्तीकरण के उपरान्त पुनर्स्थापना (Revival) हेतु निम्नलिखित नियत तत्काल प्रभाव से निर्धारित किये जाते हैं-

1. जब्तीकरण/निरस्तीकरण के दिनांक तक कम से कम भूखण्ड के कुल प्रीमियम की 30 प्रतिशत धनराशि जमा हो ।
2. रिवाईवल हेतु आवेदन जब्तीकरण/निरस्तीकरण के दिनांक से छः माह के भीतर किया गया हों ।
3. देय धनराशि मय 20% ब्याज तिमाही चक्रवृद्धि की दर से गणना करते हुए प्राधिकरण में जमा करानी होगी ।
4. 10% पुनर्स्थापना/रिवाईवल अधिभार प्राधिकरण की आवासीय भूखण्डों की वर्तमान प्रचलित दर पर जमा कराना होगा ।
5. भूखण्ड की उपलब्धता हो ।

**Signed**

**(नीता चौधरी)**

अपर मुख्य कार्यपालक अधिकारी

प्रतिलिपि:-

1. अध्यक्ष महोदय को अवलोकनार्थ ।
2. अपर मुख्य कार्यपालक अधिकारी (एम/सी)
3. समस्त विभागाध्यक्ष ।
4. गार्ड फाईल ।

**(जे० सी० आदर्श)**

विशेष कार्याधिकारी