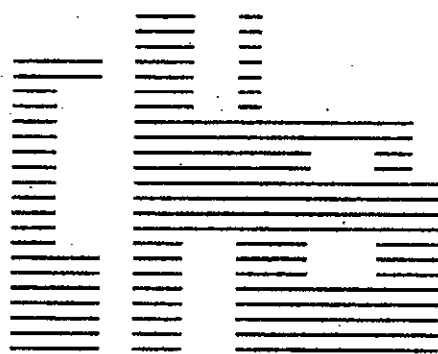


APPLICATION FORM
FOR
TRANSFER UNDER
AMENDED REGULATION 16
OF THE CHB (ALLOTMENT,
MANAGEMENT & SALE
OF TENEMENTS)
REGULATIONS, 1979



CHANDIGARH HOUSING BOARD
8 JAN MARG, SECTOR 9-D, CHANDIGARH- 160009

THE UNIVERSITY OF CHICAGO

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GUIDELINES

HOW TO GET THE ALLOTMENT OF DWELLING UNIT TRANSFERRED IN YOUR NAME AS PER GPA/SUB GPA

- An eligible applicant desirous of transferring of allotment of dwelling unit as GPA or Sub GPA should contact the P.R.O in the office of Chandigarh Housing Board, Chandigarh.
- The applicant is to submit application form duly filled in alongwith documents at CHB reception counter. He should also submit prescribed processing fee (Non-refundable) ~~through Demand Draft/Pay Order. Payee's Account only drawn to any schedule Bank and payable at Chandigarh in favour of Chandigarh Housing Board.~~ Rates of processing fee are as follows :-

HIG : Rs.1000/-
LIG : Rs.250/-

MIG : Rs.500/-
EWS : Rs.100/-

*
By Cash
at Reception
Counter, CHB

- The reception staff shall do the preliminary scrutiny of the filled up application and in case there is no deficiency, the applicant would be informed to deposit the transfer fee and furnish the prescribed indemnity bond and relevant papers. He shall appear alongwith the surety before the Secretary, Chandigarh Housing Board, Chandigarh on the specified date and time for producing the original allotment letter and the original title deed(s) in respect of the property(ies) belonging to surety.
- A public notice shall be got published by CHB to invite objections if any, to the proposed transfer.
- In case before allowing the transfer, it is found that any applicant has made any false statement or suppressed any material information for getting the transfer effected fraudulently, the whole of the amount deposited by him/her for the transfer shall be forfeited besides penal action under the law.

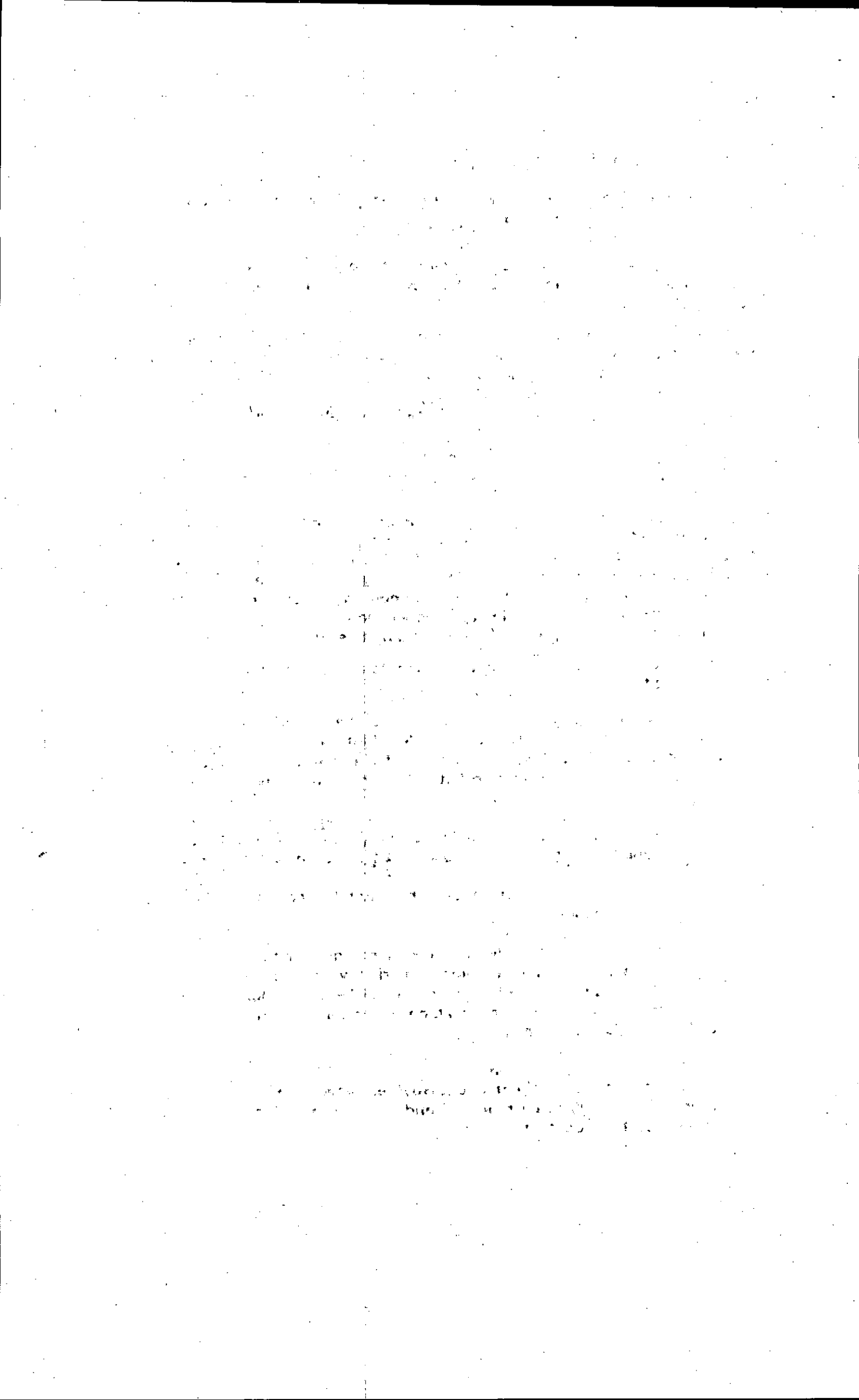
Note (1) The transfer of allotments made out of ~~Discretionary~~ Quota is not permissible under the transfer policy of ~~CHB~~ Chandigarh Housing Board.

Note (2) These documents do not contain the eligibility conditions for the transfer of allotment.

Note (3) The surety must be the allottee / owner of immovable property in U.T. of Chandigarh having higher market value than that of the dwelling unit under transfer and must not have transferred his/her dwelling unit in any manner whatsoever including by the execution of GPOA in favour of any person.

OR

The surety must be a permanent Govt. employee having at least 10 years service still to be rendered and able to meet the above said liability of the executant.



CHECK LIST

Whether the following documents have been attached with the Application :-

- | | | |
|------|---|----------|
| i) | Self Attested copies of GPOA/Sub-attorney, Agreement to Sell and Will if any, executed by the original allottee/ GPOA/Sub-GPOA in favour of the proposed | Yes/No |
| ii) | Proof of establishing link between the original allottee and present GPA/Sub-GPA (in case of successive GPAs) | Yes/ No. |
| iii) | Self Attested copy of allotment letter (Original to be produced for verification) | Yes/No |
| iv) | Proof of physical possession of dwelling unit by the applicant/proposed transferee to show/prove that the D.U. is in his possession e.g. Voter Card, Ration Card, Telephone Bill etc. | Yes/ No. |
| v) | No Objection Certificate from mortgagee, if any. | Yes/No |
| vi) | One photograph and three specimen signatures (Self attested) | Yes/ No. |
| vii) | Please specify the details of documents(s) attached as proof of linkage:-

1)

2)

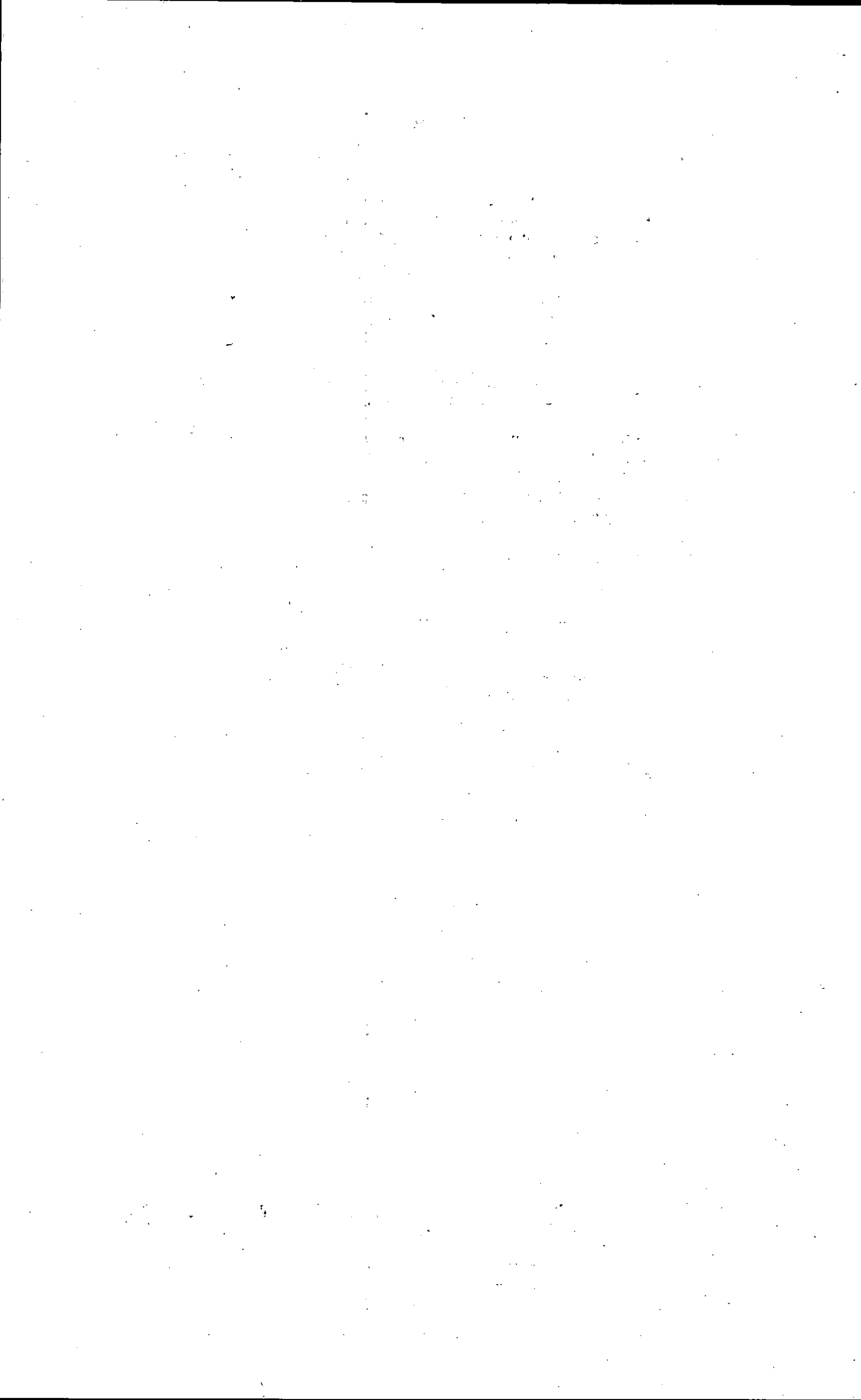
3)

4)

5) | |

Note:- All the copies of documents except the affidavit of the surety are required to be self attested.

The original documents are required to be produced at the time of interview.



**APPLICATION FORM FOR-TRANSFER UNDER GPA TRANSFER POLICY OF
ALLOTMENT OF DWELLING UNIT**



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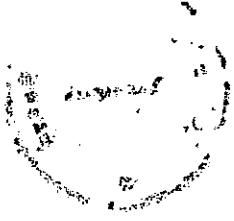
Please paste a self attested latest photograph

Dwelling Unit No _____ Category _____ Sector _____

1. A. Name of Allottee/Transferee : _____
 B. Name of Father/Husband : _____
 C. Correspondence Address : _____
 D. Permanent Address : _____
2. Allotment/Re-allotment Letter No. : _____
3. Consideration amount as per Allotment Letter : _____
4. A. Name of Applicant/GPA. : _____
 B. Name of Father/Husband : _____
 C. Correspondence Address : _____
 D. Permanent Address : _____
 E. Number & Date of Registration of GPA; _____
 F. Place where GPA is Registered : _____
5. A. Name of Applicant/Sub attorney : _____
 B. Name of Father/Husband : _____
 C. Correspondence Address : _____
 D. Permanent Address : _____
 E. Number & Date of Registration : _____
 F. Place where Sub attorney is registered: _____
6. Whether the applicant is 1st Sub-attorney ?
 If not, whether he/she is the last Sub-attorney and if so,
 The number of Sub-attorney ?
7. Whether the GPOA executed by the above said allottee or by
 any of the Sub-attorneys appointed thereunder
 has been cancelled/revoked ?
8. Whether the executant(s) of the 1st GPOA and all the subsequent
 attorneys, if any, appointed under the GPOA are alive ?
9. Whether lease/conveyance deed in respect of dwelling unit has
 been executed in favour of the allottee ?
10. Whether the dwelling unit is free from all encumbrances
 like mortgage? If yes, whether NOC from mortgagee has
 been obtained ?
11. Particulars of deposits of processing fee:
 Amount : Rs. _____ Bank Draft No. _____
 Dated _____ Drawn on (Bank Name) _____

DATE :

SIGNATURE OF APPLICANT/TRANSFEREE



DECLARATION

I/We _____ son of / wife of / daughter of _____ resident of _____, aged about _____ years, do hereby solemnly affirm and declare as under :-

1. That dwelling unit No. _____ of Category _____ in Sector _____ Chandigarh was allotted by the Chandigarh Housing Board to Mr./Mrs./Ms. _____ Son of / wife of / daughter of Mr. _____, R/o H.No. _____, Sector _____ Chandigarh vide allotment letter No. _____ dated _____

*2. That the above said Mr./Mrs./Ms. _____ executed a General Power of Attorney on _____ in favour of the undersigned (s) in respect of the above said dwelling unit which was registered at Sr. No. _____ Book No. _____, Volume No. _____, Page No. _____ on _____ with the Sub-Registrar, _____, Chandigarh.

OR

* That the above said Mr./Mrs./Ms. _____ executed a General Power of Attorney in favour of Mr./Mrs./Ms. _____ registered at Sr. No. _____ Book No. _____, Volume No. _____, Page No. _____ on _____ with the Sub-Registrar, Chandigarh in respect of the above dwelling unit. The said General Power of Attorney has executed a Sub-General Power of Attorney in favour of the undersigned(s) in respect of the above said dwelling unit, which was registered at Sr. No. _____, Book No. _____, Volume No. _____, Page No. _____ on _____ with the Sub-Registrar, Chandigarh.

3. That the above said allottee/GPA/Sub-GPOA* had also executed an Agreement to Sell in respect of the above said dwelling unit on _____ with the undersigned (s).

4. That the above said allottee/GPA/Sub-GPOA* had also executed a Will dated _____ in respect of the above said dwelling unit in favour of the undersigned (s) which was registered at Sr. No. _____ Book No. _____ Volume No. _____ Page No. _____ on _____ with the Sub-Registrar, Chandigarh.

5. That the above said allottee/GPA/Sub-GPOA* has also handed over the physical possession of the above said dwelling unit to the undersigned(s) and the undersigned(s) is/are still in possession of the same.

6. That the above said allottee or GPA or Sub-GPOA* or the undersigned(s) has/have not executed any GPA/SPOA/Sub Attorney or Agreement to Sell or Will in respect of the above said dwelling unit in favour of any other person.

7. That the above said GPOA/ Sub-attorney has not been cancelled/revoked by the above said allottee or by any of the sub attorneys appointed thereunder and the same is still in force/valid.

8. That the executant of the 1st GPOA and all the subsequent attorneys / sub-attorneys appointed under the GPOA are alive.

9. That the undersigned or his spouse or any of his/her minor children does not own on free-hold or lease-hold or on hire-purchase basis a residential plot or house in the Union Territory of Chandigarh or in any of the Urban Estates of Mohali or Panchkula.

10. That the above said dwelling unit is being used only for the purpose of residence or for such activities and to such extent as have been allowed by the Chandigarh Housing Board.

11. That there is no unauthorised construction in the dwelling unit as per the approved plan.

12. That the allotment of the above said dwelling unit has not been cancelled or transferred by the Chandigarh Housing Board nor any cancellation proceedings are pending on account of furnishing of false Affidavit or concealing material facts for obtaining allotment of dwelling unit by the above said allottee or for any other reason.

*13. That the dwelling unit is free from any encumbrance, like mortgage etc

OR

* That the above said dwelling unit stands mortgaged in favour of _____ and the said mortgagee has issued No Objection Certificate for the transfer of allotment of the above said dwelling unit in the name of undersigned(s)

14. That no lease/conveyance deed in respect of the above said dwelling unit has been executed by the Chandigarh Housing Board in favour of the above said allottee.

15. That the undersigned shall at all times indemnify and keep harmless the Chandigarh Housing Board or its officers from all claims/damages/disputes and actions/proceedings taken against it or its officers or other liability caused on account of transfer of allotment of the above dwelling unit in favour of the undersigned on the basis of information furnished by the undersigned in the Application Form dated _____

16. That in case of transfer of allotment of the above said dwelling unit by the Chandigarh Housing Board in favour of the undersigned(s), the undersigned(s) shall abide by all the terms and conditions of allotment laid down in the original allotment letter No. _____ dated _____ issued by the Chandigarh Housing Board in favour of the above said allottee and shall be liable to pay all the future liabilities as also past liabilities, if any, found later on by the Chandigarh Housing Board at any stage.

17. That the undersigned(s) shall execute fresh Hire-Purchase Tenancy Agreement/Agreement to Sell with the Chandigarh Housing Board as prescribed in respect of the allotment of the above said dwelling unit in his favour on transfer for the remaining period of hire-purchase.

18. That the undersigned(s) fully understand(s) that he/they shall be debarred forever for further allotment of a dwelling unit under any scheme of Chandigarh Housing Board.

19. That the above said dwelling unit has not been allotted out of Discretionary Quota.

20. That no litigation is pending in respect of the dwelling unit.

21. That the information furnished in the Application Form is true to my knowledge and nothing has been concealed therein. In case if the information furnished by me in the above Application Form or furnished later on is found to be false at any stage or that any material information has been suppressed which makes the applicant ineligible for transfer of allotment of dwelling unit, the Chandigarh Housing Board shall have the right to cancel the allotment/transfer of dwelling unit made by it in his/her favour on the basis of the information furnished in the Application Form and the accompanying affidavit of the surety and shall also have the right to forfeit the entire amount already paid by me to the Chandigarh Housing Board as also subsequently in respect of the dwelling unit in addition to the penal consequences under the law.

Dated : _____

Signature of the applicant _____

Specimen of Indemnity Bond to be furnished by the GPA/ Sub-GPA of the original allottee of dwelling unit of Chandigarh Housing Board on non-judicial stamp paper of Rs. 15/- or more in case the stamp paper worth Rs.15/- is not available.

INDEMNITY BOND

This Indemnity Bond is executed at _____ on this _____ day _____ of _____ month _____ year _____ by _____ son of / wife of / daughter of Mr./Mrs./Ms. _____ resident of _____ aged about _____ years.

1. Whereas on the request of the above said executant of this Bond and relying upon the information furnished by him in the Application Form dated _____ and the statements made in the declaration dated _____. The Chandigarh Housing Board has agreed to transfer the allotment of dwelling unit No. _____ in sector _____ Chandigarh of _____ Category in the name of the executant.

2. Now, therefore, the above said executant hereby undertakes that he shall at all times indemnify and keep harmless the said Chandigarh Housing Board or its officers from all claims /damages /disputes and actions / proceedings taken against it or any of its officers caused at any stage out of the transfer of allotment of the above said dwelling unit in favour of the executant. The said Chandigarh Housing Board or any of its officers shall be entitled to make good all such damages/claims/losses from the executant and from his/her legal heirs, assigns and successors or from the above dwelling unit allotment whereof is now being transferred in his/her name and in that event he/she shall have no objection to any action taken by the Chandigarh Housing Board including cancellation of allotment of the dwelling unit and eviction of the occupants thereof as also the forfeiture of the entire amount paid to the Chandigarh Housing Board in respect of the said dwelling unit.

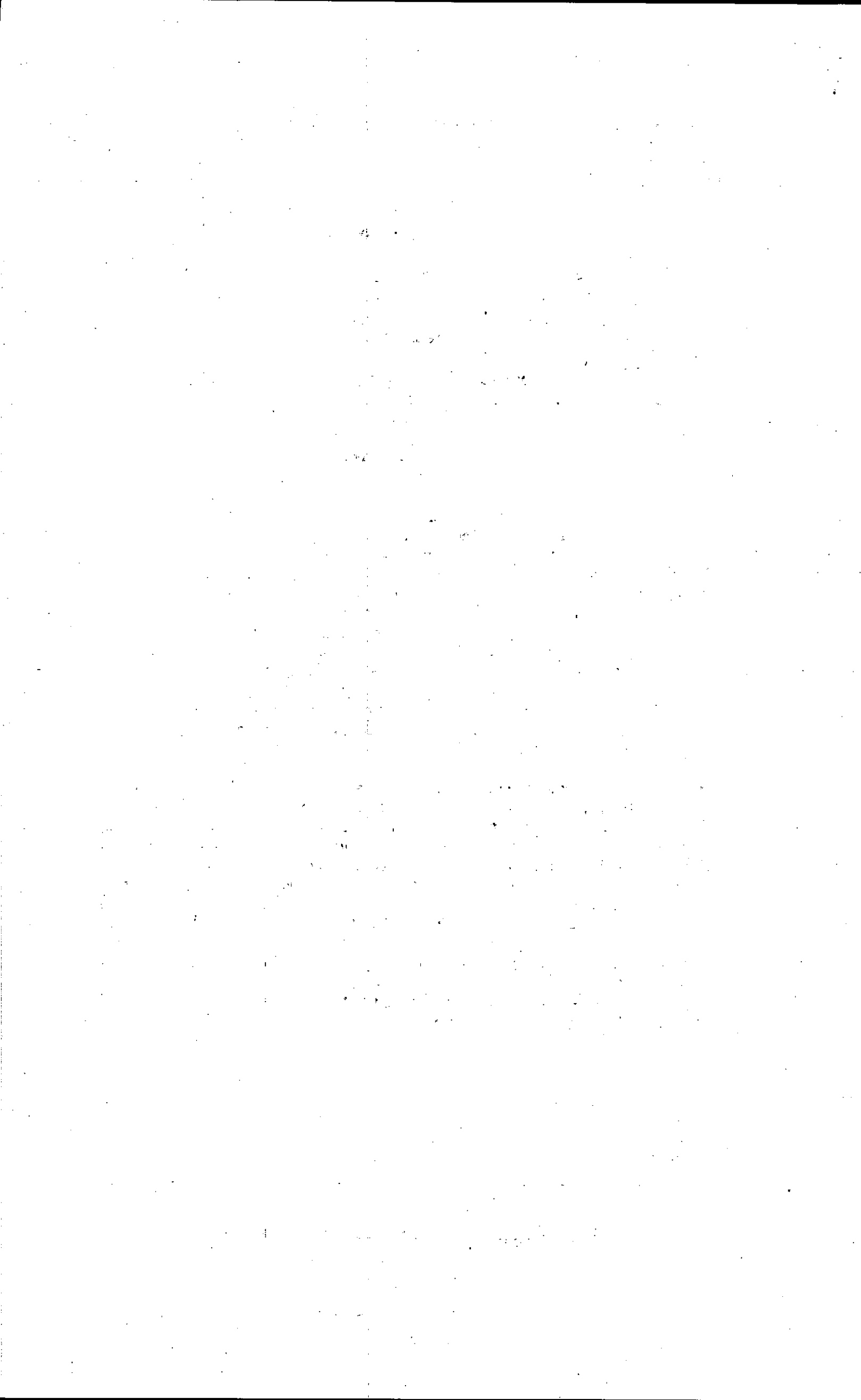
3. In witness whereof the executant has put his/her hands on this Bond on the day, month and year first above mentioned, in the presence of the following one surety who further undertake to keep the Chandigarh Housing Board or any of its officers harmless and indemnified from all claims / damages / disputes and actions / proceedings taken against it or any of its officers, caused at any stage out of the transfer of the allotment of above said dwelling unit in favour of the above said executant in case the Chandigarh Housing Board or any of its officers are not fully indemnified by the above said executant namely _____ in respect of any of the above said losses / damages / disputes and actions / proceedings taken by the sale / cancellation of allotment of the above said dwelling unit and eviction of the occupants thereof as also the forfeiture of the entire amount paid to the Chandigarh Housing Board in respect of the above said dwelling unit.

Executant _____

Surety

Name _____
Address _____

Note: Requires no attestation. Also read note 3 of the guidelines.



Affidavit of surety of the proposed transferee/GPOA /Sub-GPOA of dwelling unit of Chandigarh Housing Board to be executed on non-judicial stamp paper of Rs. 3/- and attested by an Executive Magistrate.

Affidavit

I, _____ son of /wife of / daughter of _____ resident of _____ aged about _____ years, do hereby solemnly affirm and declare as under :-

1. That the deponent has stood surety on the Indemnity Bond executed by Mr./Mrs./Ms. _____ son of / wife of / daughter of _____ on _____ in favour of the Chandigarh Housing Board, Chandigarh for its transferring the allotment of dwelling unit No. _____ in Sector _____, Chandigarh of _____ category in favour of the indemnifier for indemnifying and to keep harmless the said Chandigarh housing Board or any of its officers from all claims/damages/disputes and actions/proceedings taken against it or any of its officers on account of transfer of the allotment of the said dwelling unit in favour of the said executant of the Indemnity Bond.

2. (i) That the deponent is the allottee of dwelling unit No. _____ Sector _____, Chandigarh of _____ category allotted vide Allotment letter No. _____ dated _____

OR

That the deponent is the owner in possession of the property describable as _____ the approximate market value whereof is Rs. _____

(ii) That the deponent has not mortgaged or transferred the said dwelling unit No. _____, Sector _____, Chandigarh / property in favour of any person through the execution of GPA or in any manner and the said dwelling unit / property is free from all encumbrances.

(iii) That the allotment of the above said dwelling unit No. _____, Sector _____, Chandigarh has not been cancelled by the Chandigarh Housing Board or the authority concerned nor any proceedings have been initiated for the cancellation of the same on account of furnishing of any false information or concealing of any material fact or for any other reason.

3. (i) That the deponent is working as permanent Class _____ officer of _____ and he / she has atleast 10 years service still to be rendered and is fully able to meet out the above obligations as a surety of the executant of the Indemnity Bond namely Shri / Mrs. / Ms. _____

(ii) That in case the deponent leaves the above said service or his/her services are terminated by the employer _____ at any time, the deponent shall inform the Chandigarh Housing Board about the same in writing through registered post.

4. That the deponent has not stood surety for transfer of any other dwelling unit of the Chandigarh Housing Board for any other person or purpose before any other institution.

5. That the deponent has undertaken to keep the Chandigarh Housing Board or any of its officers harmless and indemnified from all claims / damages / disputes and actions / proceedings taken against it or any of its officers on account of the transfer of the allotment of the above said dwelling unit in favour of the executant of the said Indemnity Bond namely _____ in case the Chandigarh Housing Board or any of

its officers are not fully indemnified in respect of any of the above said loss/damage/dispute and action/proceedings taken by the above said executant or by the sale/cancellation of the allotment of the above said dwelling unit and eviction of the occupants thereof as also the forfeiture of the entire amount paid to the Chandigarh Housing Board in respect of the above said dwelling unit.

Deponent

Place :

Dated :

Verification :

Verified that the contents of para Nos. 1 to 5 of the above affidavit are true and correct to my knowledge and no part thereof is false and nothing has been concealed therein.

Deponent

Place :

Dated :

- N.B. :**
1. **Delete para 2 or 3 whichever is not applicable.**
 2. **The Surety must furnish alongwith the affidavit either a certified copy of the title deed of the property or the certificate from the employer alongwith despatch number and date as per para 2 or 3 (i), as the case may be.**