

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF LOCAL GOVERNMENT**  
(Town Planning Wing)  
[Punjab Municipal Bhawan Sector 35 A Chandigarh]

Notification

The 24<sup>th</sup> October, 2016.

No. DTP (LG)-2016/ 2361 .- Whereas licenses for colony and approval of building plans for Group Housing in municipal areas are regulated under the Punjab Apartment and Property Regulation (Amendment) Act, 1995 [hereinafter referred to as "PAPRA"] and Punjab Municipal Building Bye-Laws and whereas prior to the amendment to PAPRA notified on 27.08.2014, the provisions for reservation of plots/flat for 'Economically Weaker Sections' [EWS] of Society were as under:-

- (i) *in case of residential apartments, if the total number of apartments is 100 or more; 10% of the apartments; and*
- (ii) *in case of colony, if the total area of the colony is forty hectares or more, 10% of the area under residential plots/houses be reserved for being sold or leased to such persons belonging to such EWS in such manner and on such terms & conditions as may be prescribed;*

2. And whereas, the size of the apartment meant for EWS of Society was not to be less than 20 square meter and more than 40 square meter and in case of plots, area was not to be less than 40 square meter and more than 90 square meter, and plots were to be allotted under the supervision of the competent authority;

3. And whereas, the State Government in the Local Government Department (hereinafter referred to as the State Government) in order to promote affordable housing had exempted area under EWS housing from payment of change of land use (CLU) charges, external development charges (EDC), Licence fee (LF) and permission fee; however, the promoter/ developer did not allot plots/ flats to the EWS category as envisaged in the Act; the concerned Urban Local Bodies had issued partial completion certificates, as a result of which the promoters were able to sell the plots/flats without fulfilling their social obligations towards EWS;

4. And whereas the State Government in the Department of Housing & Urban Development had earlier notified policies vide Notification No. 17/91/08-IHg2/7069 dated 17.11.2008, Notification No. 17/17/01-5Hg2/1634 dated 18.06.2009 and Notification No. 17/17/2001-5Hg2/PF/4255 dated 31.12.2013 and Notification No. 17/04/2016-1Hg2/1267 dated 24.05.2016; PAPRA was also amended with effect from 27.08.2014, and the provisions regarding EWS now read as follows:-

*'Provided that the Government may by notification direct,-*

- (i) *in case of residential apartments, 10% of the total apartment be reserved for group housing for Economically Weaker Sections of society; and*

(ii) *in case of colony, 5% area of the gross area of the project, be reserved for plots to be allotted to the persons belonging to the economically weaker sections of society, in such manner and on such terms and conditions, as may be specified.';*

5. And whereas the Urban Local Bodies have also approved building plans for Group Housing Projects and granted a large number of licenses to colonies but not even one EWS flat/plot has been allotted to EWS category; and there is a need to prepare a separate Scheme for reservation and allotment of EWS apartments/plots to EWS category;

6. Now, therefore, the Governor of Punjab is pleased to notify the Punjab Municipal EWS Apartments/Plots Policy, 2016 [*which has been prepared on the lines of a policy of Housing & Urban Development Department notified on 24.05.2016*] as given in the Schedule.

## **SCHEDULE**

### **"Punjab Municipal EWS Apartments/ Plots Policy, 2016**

#### **PART-1: Reservation and Construction of EWS Units**

#### **1. Short title and commencement**

1.1 This Policy shall be called the Punjab Municipal EWS Apartments/Plots Policy, 2016.

1.2 It shall come into force on and with effect from the date of publication of this notification in the Government Gazette.

#### **2. Group Housing Projects**

##### **2.1. Group Housing Projects approved before 27.08.2014 irrespective of the Size:**

The developer/ promoter can exercise any one of the following 3 options:-

- (i) Firstly, he can earmark and construct 10% of flats for EWS category and allot them, as per conditions of the approval of building plan.
- (ii) Secondly, he can construct 10% of the Flats and transfer them free of cost to ULB for allotment to EWS category.
- (iii) Thirdly, in lieu of handing over 10% of the Flats, he can deposit an amount @ Rs.2000/- per sq. feet of the area of the EWS flats in case of Corporation towns and Class-1 towns, @ Rs.1500/- per sq. feet in case of Class-2 towns and Rs. 1200/- per sq. feet in case of Class-3 towns and Nagar Panchayats, with the concerned ULB. This amount includes cost of land and cost of construction. This amount can be revised by the Govt. from time to time. The minimum area for EWS apartment for the purpose of calculating the aforesaid amount shall be 30 square meters (including common areas).

**2.2. Group Housing Projects approved after 27.08.2014 and having area more than 5 acres:**

The promoter/developer has following two choices in respect of Group Housing Projects approved after 27.08.2014 and having an area of more than 5 acres:-

- (i) Firstly, he can construct 10% of the Flats and transfer them free of cost to ULB.
- (ii) Secondly, in lieu of handing over 10% of the Flats, he can deposit an amount @ Rs.2000/- per sq. feet of the area of the EWS flats in case of Corporation towns and Class-1 towns, @ Rs.1500/- per sq. feet of the area of the EWS flats in case of Class-2 towns and Rs. 1200/- per sq. feet of the area of the EWS flats in case of Class-3 towns and Nagar Panchayats, with the concerned ULB. This amount includes cost of land and cost of construction. The amount can be revised by the State Government from time to time. The minimum area for EWS apartment for the purpose of calculating the aforesaid amount shall be 30 square meters (including common areas).

**2.3. Group Housing Projects approved after 27.08.2014 and having area not more than 5 acres:**

The promoter has no choice and he shall, in lieu of handing over 10% of the Flats deposit an amount @ Rs.2000/- per sq. feet of the area of the EWS flats in case of Corporation towns and Class-1 towns, @ Rs.1500/- per sq. feet in case of Class-2 towns and Rs. 1200/- per sq. feet of the area of the EWS flats in case of Class-3 towns and Nagar Panchayats, with the concerned ULB. This amount includes cost of land and cost of construction. The amount can be revised by the State Government from time to time. The minimum area for EWS apartment for the purpose of calculating the aforesaid amount shall be 30 square meters (including common areas).

**3. Plotted Development:**

**3.1. For Colonies given license before 27.08.2014:**

The developer/ promoter can exercise any of the following 3 options:-

- (i) Firstly, the promoter/developer can earmark EWS plots and allot them as per PAPRA or as per terms & conditions of license i.e. he is required to reserve 10% of the plotted area and allot it as per the policy/ conditions of the license.
- (ii) Secondly, if the promoter/developer has not made allotment as per the Act and conditions of the license, he can now transfer 10% of the total plotted area reserved for EWS in the sanctioned lay-out plan free of cost to the concerned ULB.
- (iii) Thirdly, in lieu of handing over area reserved for EWS, he can deposit an amount @ Rs.12,000/- per sq.yard of the total plotted area reserved for EWS in case of Corporation towns and Class-1 towns, @ Rs.10,000/- per sq.yard in case of Class-2 towns and Rs.

8,000/- per sq. yard in case of Class-3 towns and Nagar Panchayats of the total plotted area reserved for EWS, with the concerned ULB. This amount can be revised by the State Government from time to time.

**3.2. For Colonies given license after 27.08.2014:**

The promoter/developer shall hand over 5% of the total area of the colony free of cost to ULB.

4. **General provisions:**
- 4.1 If the promoter/ developer fails to deposit the prescribed amount in lieu of the construction of EWS apartments or fails to handover the land reserved for EWS then the equivalent amount shall be recovered as arrears of land revenue under section 98 of the Punjab Land Revenue Act, 1887.
- 4.2 In case of Group Housing projects no building application for partial or full completion shall be entertained by the ULB if fully completed EWS apartments are not handed over to the ULB by the promoter/ developer or he fails to deposit the prescribed amount in lieu of the construction of EWS apartments.
- 4.3 The payment of the amount in lieu of the 10% EWS apartments can be made in installments with the same schedule as prescribed for the payment of the installments of EDC etc. The promoter/ developer shall submit a bank guarantee or mortgage land/apartments from the project under his ownership to the ULB equivalent to the amount to be paid to the ULB.
- 4.4 In case of any lapse in handing over of the apartments to the ULB or failure to deposit amount to the ULB in lieu of the construction of apartments or discrepancies in allotment of flats to EWS, action shall be taken against the promoter/ developer under section 36 of the PAPRA and other enabling provisions contained in the Act ibid or any other applicable Acts as amended from time to time.
- 4.5 The funds collected through this Scheme shall be kept in a separate fund called as "EWS Fund". The concerned ULB shall under no circumstances use EWS funds collected from the promoters/ developers as per the provisions of this policy for purposes other than related to construction of EWS flats and development of the EWS project infrastructure facilities/utilities. If the EWS fund thus collected is misused in any manner, the Mayor of the Municipal Corporation and Commissioner of the Municipal Corporation, and in case of ULB other than Corporation, the President of the concerned ULB and Executive officer of the concerned ULB shall be liable for action.
5. **Town Planning Schemes:**
- 5.1. Town Planning Schemes are regulated under the Punjab Municipal Act, 1911 and in case of Corporation towns under the Punjab Municipal Corporations Act, 1976. There is a provision of reservation of EWS plots @ 10% of the total saleable area of the residential plots. The promoter/ developer has to strictly comply with the provisions.
- 5.2. The promoter has following 2 choices:

- (i) Firstly, he can reserve 10% of the plotted area for EWS category and allot EWS plots to them as per policy and as per the sanctioned lay-out.
  - (ii) Secondly, in lieu of handing over area reserved for EWS, he can deposit an amount @ Rs.12,000/- per sq.yard of the total plotted area reserved for EWS in case of Corporation towns and Class-1 towns, @ Rs.10,000/- per sq.yard in case of Class-2 towns and Rs. 8,000/- per sq.yard in case of Class-3 towns and Nagar Panchayats, of the total plotted area reserved for EWS, with the concerned ULB. This amount can be revised by the State Government from time to time.
- 5.3 The penalty clauses mentioned at foregoing paras shall be applicable in case of any lapse in allotment of EWS plots or deposition of amount to the ULB.
6. **Validity of the Scheme:**
- 6.1. Promoters who have already obtained completion or partial completion certificates or who have handed over plots/flats to the allottees are hereby given time up to 31<sup>st</sup> December, 2016 to avail of the benefits of this Scheme and fulfill their social obligations in regard to EWS category as mandated in the PAPRA and/or as per the conditions of grant of license and/or the conditions of grant of approval for building plan.
  - 6.2. Promoters who do not avail this Scheme by 31<sup>st</sup> December, 2016 will be liable for action. ULBs are directed to ensure compliance of this Scheme by the stipulated time viz., 31.12.2016. In case of non-compliance by the promoter/ developers, ULBs shall initiate action under section 36 and other relevant Sections of PARRA and/or under the terms & conditions of grant of license and/or the conditions of grant of approval for building plan.

## **PART-2: Allotment Policy**

### **1. Definition of EWS**

As defined in the Affordable Housing Policy notified by the Department of Housing and Urban Development Punjab vide notification no. 21/4/2014-1Hg1/2738 dated 22.12.2015, EWS means households having annual income from all sources up to three laky rupees.

### **2 Eligibility Criteria for allotment of Apartments / Plots for Economically Weaker Section**

- 2.1 The applicant shall be a domicile of Punjab.
- 2.2 The applicant shall have completed 21 years of age at the time of submission of application.
- 2.3 The applicant or his / her spouse or his / her dependent children who does not own any other Pucca House / Apartment or residential Plot in Chandigarh, Mohali and Panchkula or in any of the Municipal Areas in any other State on free/ lease hold or on hire-purchase basis or on the basis of an Agreement to Sell, General Power of Attorney, Will etc. can apply for allotment of

- EWS unit. Only one application shall be valid from one applicant or his / her spouse or his / her dependent children.
- 2.4 The applicant who includes his / her spouse or his / her dependent children if earlier were allotted plot / house by the promoter or Municipal Authority or any other Development Authority/ Government / Semi- Government Agency in the State of Punjab then he is not entitled to make application, even if he has rented/ leased/ transferred / sold/ alienated the same to some other person.
- 3 Procedure of Allotment of EWS Apartments and Plots**
- 3.1 The mode of allotment shall be through transparent means of draw of lots as per this policy on Freehold basis.
- 3.2 Applications shall be invited by the Municipal Authority, in the prescribed manner on **Form-A** appended as **Appendix-A** from the eligible applicants by publishing a public notice in at least two leading vernacular (Punjabi and others) and one English newspaper having circulation of more than 10,000 copies in the State. A copy of the public notice so published shall be uploaded on the website of the concerned Urban Local Body as well as displayed in the office of the concerned Municipal Corporation / Council / Nagar Panchayat and office of Deputy Commissioner in case of District headquarter town / Sub-Divisional Magistrate office, office of Deputy Director, Urban Local Bodies in case of other towns. Besides, the notice shall also be displaced in the Resident Welfare Association (herein after called ' RWA') office where RWAs are already formed and functioning properly.
- 3.3 Advertisement shall highlight the number, size, cost etc. of EWS flats, payment schedule and other essential requirements, terms & conditions etc.
- 3.4 Full verification of the documents shall be carried out in case of successful allottees only.
- 3.5 The successful applicant shall also have to get the Bio-metric survey done of all his family members before getting allotment letter
- 4 Guidelines for scrutiny of applications and fixing Date of draw and conducting draw of lots:**
- 4.1 The applications shall be accompanied with the earnest money prescribed hereinafter.
- 4.2 The ULB after preliminary scrutiny of the applications shall display the list of eligible and successful candidates on its website as well as in the office of the concerned Municipal Corporation / Council / Nagar Panchayat and office of Deputy Commissioner in case of District headquarter town / Sub-Divisional Magistrate office and Regional Deputy Director Local

Government office in case of other towns, within eight weeks from closing date of submission of applications.

- 4.3 If any application is incomplete in terms of minor deficiencies like lack of copy of residence/age proof etc., the ULB shall give them a chance in writing as well as through email and a list of such applicants shall be displayed on the website of the ULB. One month's time period shall be granted to such applicants to remove the said shortcomings, failing which their claim shall stand forfeited.
- 4.4 A final list of the eligible candidates shall be prepared for the purpose of draw of lots.
- 4.5 The draw of lots shall be conducted transparently under the supervision of a Committee headed by Commissioner, Municipal Corporation for Corporation towns /Deputy Commissioner or his representative for other towns and comprising of members such as Senior Town Planner, Superintending Engineer, Accounts Officer etc., two Councilors nominated by the Municipal Corporation and the promoter or his representative for corporation towns and Regional Deputy Director Urban Local Bodies, Executive officer of concerned ULB, Senior Town Planner, Local Government, Municipal Engineer, two councilors nominated by the ULB and the promoter or his representative. Videography of the draw of lots shall be carried out.
- 4.6 Date of draw shall be fixed by Commissioner, Municipal Corporation for Municipal Corporation towns / Deputy Commissioner for other Municipal towns within four weeks after preliminary scrutiny of applications.
- 4.7 The promoter or ULB, as the case may be, shall advertise the date of draw of lots in newspapers in the manner as mentioned in foregoing paras.
- 4.8 The list of successful allottees along with waiting list of 25% of total number of successful allottees shall be published in newspaper in the manner as mentioned above.
- 4.9 In case the successful applicants do not accept the allotment or fail to deposit the amount as per the schedule given in para-6 below then the allotted plot/ apartment shall be offered to the applicants in the waiting list.

## **5 Cost/Price for Allotment of Apartments/Plots**

Allotment price of apartments or plots shall be as decided by the concerned ULB in consultation with the State Government as per the cost of land and construction of flats.

## **6 Earnest Money and Schedule of Payment**

The earnest money shall be 10% of the total sale price of the EWS unit to be deposited along with application on the prescribed **Form (Appendix A)**. The entire amount (minus earnest money) of sale money shall be paid by the allottee as per following schedule:

- (i) 20% of the total amount due at the time of issuing allotment letter.
- (ii) Balance 80% amount in 120 quarterly installments in the next 10 year's time.
- (iii) The rate of interest shall be applicable @ 8% simple interest.
- (iv) No application shall be valid unless accompanied by a bank draft in favour of the ULB in token of prescribed earnest money.

## **7 Preference of Allotment:**

7.1 Reservation of the EWS apartments/plots to the EWS category shall be as follows:

- (i) Scheduled Castes - 50%
- (ii) General category - 49%
- (iii) Transgender - 1%

7.2 The further reservation from amongst the reservation for Scheduled caste and General category shall be available as given below:-

- (i) Single Women/Widows above the age of 40 years (SC) – 5%
- (ii) Single Women/Widows above the age of 40 years (General) – 5%
- (iii) Handicapped (SC) – 5%
- (iv) Handicapped (General) – 5%
- (v) Senior Citizens (SC) – 15%
- (vi) Senior Citizens (General) – 15%

7.3 While making the allotment, keeping in view the availability the families with differently-abled persons and senior citizens will be allotted house preferably on the ground floor or lower floors.

## **8 Procedure for refund of earnest money**

8.1 The refund of earnest money to the unsuccessful candidates (without interest/compensation) shall be done within two months time from the date of draw of lots.



- 8.2 The earnest money of the applicants in the waiting list may be retained by ULB till the time process of allotment to successful applicants is completed as mentioned above. Thereafter the earnest money shall be refunded within one month's period. However in case any applicant in waiting list requests for refund of earnest money even during the process of allotment, the ULB shall refund the same within a period of one month from receipt of the request without any deductions.
- 8.3 For default in payment of installment as per schedule, simple interest @ 18% per annum on overdue amount shall be levied for the defaulted period and in case of default in two consecutive installments, the defaulter may be given a Show Cause Notice of 30 days time period and a further period of 30 days shall be given through issuing a public notice to such defaulters in two leading vernacular newspapers, failing to respond and deposit the requisite up to date amount, after 15 days of issue of such notice, the allotment shall stand automatically cancelled and amount already deposited shall stand forfeited and proceedings of eviction under the Punjab Public Premises and land (Eviction and Rent Recovery) Act, 1973 shall be initiated.
- 8.4 Once allottee becomes a defaulter, any amount received from him/her will be adjusted first towards the interest outstanding for the default and then towards installment amount (Principle), as fixed in the schedule.
- 8.5 Delivery of Possession -
- (a) While taking delivery of the EWS unit, the allottee shall have to give an undertaking to the effect that he/she is taking possession of the Flat after exercising due diligence about construction and other facilities. He/she shall not raise any objection thereafter for any rectification or compensation in respect of allotted unit.
  - (b) An allottee is required to take possession of the allotted flat within the stipulated date after execution of agreement/deed containing the terms and conditions of allotment. Beyond the said stipulated date and within a maximum period of six months, possession shall be given. If the allottee fails to take possession within six months beyond the given period, the allotment made shall stand cancelled after giving an opportunity of personal hearing and the deposited amount shall be refunded.
  - (c) The allottee shall have to occupy the allotted apartment within one year of taking over possession of the same, failing which the allotment shall be liable for cancellation.
  - (d) Execution of Lease Deed, Stamp duty, Registration charges and other miscellaneous dues shall be borne by the allottees as per prevailing rates.

9 **Sale / transfer and other bindings of Apartments / Plots for Economically Weaker Section.**

- 9.1 The allottees of such Apartments/ plots for EWS shall not be allowed to further transfer the unit to any other person within a period of 5 years after getting the possession, except to his legal heirs, who shall not be a beneficiary under this scheme. The breach of this condition shall attract penalty equivalent to 100% of selling price of the allotted unit to be paid by the purchaser. Execution of irrevocable power of attorney in favour of any person other than legal heirs, who is not a beneficiary under this scheme, along with irrevocable will and for consideration passed on to the executor of irrevocable power of attorney or to anybody on his behalf, shall be construed as sale of property for this purpose. This penalty is meant for misuse of such Apartment/plot and allotment of Apartment/plot shall also be liable for cancellation.
- 9.2 After lapse of 5 year stipulation defined in para 9.1 above , the owner may transfer such unit by way of sale, mortgage, lease, gift, exchange or in any other manner whatsoever in the same manner, to the same extent and subject to the same rights, privileges and obligation, liabilities, investigations, legal proceedings, remedies and to penalty, forfeiture and punishment as any other immoveable property or make a bequest of the same under the laws applicable to the transfer and succession of immoveable property provided that the common portion and common services shall remain undivided and no such owner or any other person shall bring any action for partitions or division of any part thereof, provided further that each flat owner may use common portions and common services in accordance with the purpose for which they are intended without hindering or encroaching upon the lawful rights of the other flat owners.
- 9.3 The allotted housing unit shall be utilized only by the allottee and his family members for the residential purpose, and to ensure this, the allottee shall submit the list of identified family member's age, relation and a group photograph in 4"x6" size at the time of allotment.
- 9.4 For purpose of maintenance and to meet general pre-requisites, the allottees shall have to form a Co-operative Group Housing Society (hereinafter / referred to as Society) bearing committee members, officer / authorities as per government / Co-operative rules, registered with the Government competent authority /office.
- 9.5 The allottee shall have to be a member of this Society and shall have to produce the document of membership at the time of taking possession of the allotted unit.
- 9.6 The allottee shall not make any addition or alteration in the approved structure of tenement except with prior permission of the Authority as provided in the Municipal Building Byelaws/ Policy of the Department of Local Government. Only minor alterations not involving

any structural change shall be permitted after taking safety certificate from Structural Engineer.

- 9.7 The allottee shall be liable to pay Govt. taxes, sewage charges, water charges, electricity consumption bill etc. in addition to monthly maintenance decided by the Society.
- 9.8 Inflammatory objects defined under the Inflammatory Substances Act, 1952 are restricted in the premises/ EWS unit.
- 9.9 No obstruction to common portions shall be caused or misuse of the property shall be made such as –
- (i) occupying common passages, staircases, approaches and the like;
  - (ii) throwing garbage or refuse within the precincts of the property or outside it ;
  - (iii) keeping a vehicle so as to obstruct the free movement; and
  - (iv) creating insanitation or nuisance.
- 9.10 All Conditions/rules laid by the State Government/ Municipal Corporation / Council/ Nagar Panchayat and additions, modifications made in it in future shall be binding to the allottee. In case of any breach in the rules and bindings by the allottee, the concerned Municipal corporation / council/ Committee/Nagar Panchayat shall cancel the allotment of EWS unit after giving opportunity of personal hearing to the allottee and shall take the possession back from the allottee and thereafter no representation shall be considered.

**10 Allotment of EWS apartments to slum dwellers/ oustees etc:**

The allotment of EWS apartments can also be made in public interest with prior approval of the State Government and as per the terms and conditions as defined by the State Government to below mentioned category of people living within Municipal limits on the recommendations of the concerned Municipal Corporation/Council/ Nagar Panchayat:

- (i) occupiers of Government land;
- (ii) persons who are living in constructed houses on the acquired land and are eligible for rehabilitation as per Government decision / court orders
- (iii) persons who have to be allotted oustees quota plots but the same are not readily available with State Government on the terms and conditions to be fixed by the State Government as per the Scheme under which such allotment is to be made.

**11 Physical norms of sites for construction of Apartments for Economically Weaker Section by the ULB**

11.1 Where the construction of the EWS apartments is to be undertaken by ULB after taking the prescribed amount from the developer/ promoter, the physical norms for site development for Apartments for Economically Weaker Section shall be on case to case basis depending upon the proposal of the ULB and cost of acquisition of land/development and cost of construction. However, following minimum norms shall be applicable:

- (i) Minimum width of approach road to the site - 60' - 0"
- (ii) Minimum area of EWS apartment- 30 Sq.meters
- (iii) Maximum no. of dwelling units per acre- 120

11.2 The ULB may also recover the cost of land and construction of EWS flats through mixed use development within the site after obtaining prior approval of the State Government. The quantum of such mixed use development shall be decided as per the availability of space.

11.3 The construction of EWS apartments shall be as per specifications appended as **Appendix-B**. Latest technology on low cost housing such as Mascon shall be adopted. Other norms as prescribed in the Master Plan of the city/ Municipal Building Byelaws shall be applicable.

**12. General provisions:**

12.1 The promoter/ builder shall take completion certificate as per Municipal Building Byelaws and maintenance of the group housing shall be carried out by the promoter/ builder/Co-operative Group Housing Society as per the provisions of the Act as amended from time to time.

12.2 The State Government may relax any of the provisions of this policy by recording the reasons in writing.

12.3 In case of any dispute pertaining to the interpretation of the above terms and conditions, the decision of the State Government shall be final.

12.4 Specimen of Allotment Order is appended at **Appendix-C**

**FORM**

(Form of application for the allotment of EWS plot/apartment)

Category: **General/Reserved**  
(to be filled by the applicant)

To

The Commissioner/Executive Officer,  
Municipal Corporation/Council/Nagar Panchayat,  
-----.

Subject:- Application for the allotment of EWS plot/apartment.

Sir,

Reference your advertisement in daily/weekly----- for allotment of residential EWS plot/apartment by draw of lots.

2. **I**,-----son/daughter/wife of-----address-----  
----- apply for a residential EWS plot/apartment measuring-----square yards of the category of-----in the scheme/area known as-----.
3. **I** belong to general category/reverse category as prescribed in EWS Policy of the Department of Local Government Punjab. The required certificate is attached herewith.
4. My family income from all sources is Rs.....per annum.
5. **I** or my spouse or my dependent children do not own any other Pucca House / Apartment or residential Plot in Chandigarh, Mohali and Panchkula or in any of the Municipal Areas in any other State on free/ lease hold or on hire-purchase basis or on the basis of an Agreement to Sell, GPA, Will etc. Self Declaration to this effect is attached as **Form-A/1**.
6. Bank Draft-----for Rs.-----  
-----by way of earnest money is enclosed.
7. I have read and understood the terms and conditions of the EWS Policy of the Department of Local Government Punjab on which the residential EWS plot/apartment is to be allotted to me and I agree to abide by them.
8. My other personal and family details are attached as **Form-A/2**.

<b>Checklist of Documents attached</b>		
<b>S.No.</b>	<b>Name of Document</b>	<b>Tick (Yes/No)</b>
1.	Form A/1(Self Declaration)	(Yes/No)
2.	Form A/2 (Personal and Family Details)	(Yes/No)
3.	Certificate of Reverse Category	(Yes/No)
4.	Proof of Earnest Money (Bank Draft/Pay Order etc.)	(Yes/No)
5.	Proof of Identification	(Yes/No)
6.	Domicile Certificate	(Yes/No)
7.	Age Proof	(Yes/No)

Yours faithfully,

**Form- A/1 ( Self Declaration)**

**(Self Declaration Form for intending purchaser of an EWS flat/plot)**

Affix a self-attested  
passport  
size photograph

I,..... son/ daughter / wife of ..... aged  
.....years, resident of ..... do hereby solemnly  
affirm and declare that I am a domicile of Punjab/resident of Punjab for last 5 years.

- 2. That I am not dependent on any person and that I or my spouse or my dependent children jointly or severally do not own any residential plot/house/flat in the Union Territory of Chandigarh or in any Urban Estate or any Urban Local Body in the State of Punjab or in any other State.
- 3. That I or my spouse or my dependent children jointly or severally have never been allotted any residential plot/house/flat in the Union Territory of Chandigarh or in any Urban Estate or any Urban Local Body in the State of Punjab or in any other State.
- 4. That I further do solemnly affirm and declare that my family income from all sources is Rs ..... per annum.

I undertake that if at any stage, it is found to the satisfaction of the allotting authority / Government that the information given by me is false or if I violate any of the terms and conditions of the allotment, the allotment of EWS unit to me/my spouse, may be cancelled and the un-encumbered possession of the EWS unit will be surrendered by me, apart from penal action as warranted by law.

**Deponent**

**Verification**

I do hereby further solemnly affirm and declare that the particulars given above are correct to the best of my knowledge and belief and nothing has been concealed therein.

**Deponent**

Signature of Witnesses:

- 1. ....  
Name and full Address of Witness  
.....
- 2. ....  
Name and full Address of Witness  
.....

**Form- A/2 (Personal and Family Details)**

S.No	Personal Data	Details
1.	<b>Name of head of the family</b>	
2.	<b>Sex</b> [Male:01, Female:02]	
3.	<b>Father's name</b>	
4.	<b>Present Address and Contact Details</b>	
	i. House/Flat/Door No.	
	ii. Name of the Street	
	iii. City	
	iv. Mobile No./	
	v. e-mail ID	
5.	<b>Permanent Address</b>	
	i. House/Flat/Door No.	
	ii. Name of the Street	
	iii. City/ Village	
	iv. District, State	
6.	<b>Ownership details of existing house</b> [Own -01, Rent 02, Otherwise -03]	
7.	<b>Aadhaar Card</b> , if not available Voter ID Card/Any other unique identification number Or a certificate of house ownership from Revenue Authority of beneficiary's native district	
8.	<b>Number &amp; age of family members</b>	
	<b>Relationship to Head of the Family</b>	<b>Gender</b>
		<b>Age</b>
		<b>Aadhaar/Voter ID Card/Any other unique identification number or a certificate of house ownership from Revenue Authority of beneficiary's native district</b>
9.	<b>Caste</b> [General-01, SC-2, ST-03, OBC-04]	
10.	<b>Bank Details</b>	
	Bank account number	
	Name of the Bank & Branch	
11.	<b>Number of Years of Stay in Punjab</b> [0 to 1 year-01, 1 to 3 years- 02,3 to 5 years -03, More than 5 years-04]	
12.	<b>Whether the family owns any house/residential Urban land anywhere in India (Yes/No)</b>	
	If yes, then location details (Locality/City/State)	
	If yes, then extent of land in sq.meters	
13.	<b>Employment Status</b> (Self Employed -01, salaried -02, Regular Wage -03, Labour -04, Other -05)	
14.	<b>Average monthly income of household (in Rs. Per annum)</b>	
15.	<b>Does the family have a BPL Card (Yes/No)</b> If yes, Provide BPL Card No	
16.	<b>Family Photograph</b>	
	<b>Signature/Thumb Impression of Head Household</b>	

**Minimum Specifications for EWS flats**

- (i) **Structure:** Multi-storied bldg of R.C.C. frame structure internal partition walls shall be of half brick masonry and external walls of one brick masonry preferably with Fly Ash Bricks.
- (ii) **Plaster:-** External Plaster of Double coat cement plaster and internal plaster shall be single coat with neeru finished.
- (iii) **Flooring:-** Flooring shall be Conglomerate or low cost tile flooring.
- (iv) **Kitchen** platform shall be with stone slab top and 0.60mts. ht. dado of ceramic tiles.
- (v) **Painting:** External walls shall be painted with weather shield painting and Internal white washed.
- (vi) **Doors & Window:** All doors shall be provided with Flush door shutter with iron angle choukaths. The toilet cum bath room shutters shall be of P.V.C. All window openings will be of aluminum/steel shutters.
- (vii) **Plumbing:** Sanitary Soil waist and water pipes shall be partially concealed and of approved quality, water supply line shall be of C.P.V.C. and sanitary line will be S.W.R. P.V.C. One Indian commode shall be provided.
- (viii) **Electrical:** Concealed copper conduit wiring with first class, quality fittings shall be provided.



**Allotment Order**

Office of Municipal Corporation/Municipal Council/ Nagar Panchayat,

.....

Registered AD

To

\_\_\_\_\_  
\_\_\_\_\_

Memo No.

Dated:

Subject: Allotment of plot /apartment in Scheme.....

Reference: Your application dated ..... for the allotment of a EWS flat/plot.

- (1) EWS flat/plot no. ....Block No.... measuring ..... square yards has been allotted to you in ..... scheme.
- (2) The total sale price of the EWS flat/plot is Rs. .... which shall be deposited in the account of the Municipal Corporation/Municipal Council/ Nagar Panchayat as specified in the Policy.
- (3) The above price is subject to variation with reference to the actual measurement of the flat/ plot at site.
- (4) In case the unit is surrendered within one year of allotment free of all encumbrances, 100% of the amount deposited shall be refunded without any deduction.
- (5) In case of failure to deposit the sale price as specified in the EWS Policy notified by the Government vide notification no.....dated....., you shall be liable to pay penal interest at the rate of eighteen percent on the amount due and the allotment may be cancelled for default in two consecutive installments. Once allottee becomes a defaulter, any amount received from him/her will be adjusted first towards the interest outstanding for the default and then towards Installment amount (Principle), as fixed in the schedule.
- (6) It shall be your responsibility to deposit necessary installments of the plot/ house/flat, as indicated in the below mentioned schedule, with the allotting authority on due dates. The Municipal Corporation/Municipal Council/ Committee/Nagar Panchayat..... shall not be bound to issue any notice in this behalf.
- (7) You shall have to complete the building on the EWS plot allotted to you within a period of three years from the date of taking possession of the EWS plot or within a period of two years from the date of providing the basic civic amenities of water supply and approach path in the area by the builder, where the EWS plot is situated, after taking prior approval of the Municipal Corporation/Municipal Council/ Nagar Panchayat.....

Provided that if the construction is not made within the aforesaid stipulated period, this period may be got extended every year automatically but up to a maximum period of twelve years, if the allottee deposits the non- construction fee @ 5% of the allotment price of the unit per year with the Municipal Corporation/Municipal Council/ Nagar Panchayat .....before expiry of the stipulated period.

- (8) In case the construction is not made even within the enhanced period of twelve years, the Municipal Corporation/Municipal Council/ Nagar Panchayat would be competent to resume the EWS plot.
- (9) The allotment of the EWS flat/plot is liable to be cancelled if any of the declaration made in the application/ self declaration for the allotment of EWS flat/plot is established to be incorrect.
- (10) The allotment is subject to the provision of the EWS policy notified by the Government vide Notification no. ....dated..... as amended from time to time, and shall have to abide by the provisions of the same.

Schedule of payment

.....

Commissioner/Executive Officer,  
Municipal Corporation/Municipal Council/ Nagar Panchayat .".

7. This Policy issues with the approval of the Council of Ministers conveyed in the meeting held on 4.10.2016.

Dated Chandigarh,  
the 21<sup>st</sup> October, 2016.

Satish Chandra, IAS,  
Additional Chief Secretary to Government, Punjab,  
Department of Local Government.

**Ends. No. DTP(LG)-2016/ 2362**

**dated Chandigarh, the 24<sup>th</sup> October, 2016**

A copy is forwarded to the Controller, Printing & Stationery, Punjab, Mohali, with the request to publish this notification in the Extraordinary Gazette of the State Government immediately.

-sd-  
Special Secretary Local Government.

**Ends. No. DTP(LG)-2016/2363-2385**

**dated Chandigarh, the 24<sup>th</sup> October, 2016**

A copy each is forwarded to the following for information and necessary action:-

- (1) Principal Secretary to the Chief Minister, Punjab.
- (2) Principal Secretary to the Deputy Chief Minister, Punjab.
- (3) Private Secretary to the Local Government Minister, Punjab.
- (4) Additional Chief Secretary Revenue, Punjab.
- (5) Additional Chief Secretary Finance, Punjab.
- (6) Principal Secretary Housing & Urban Development, Punjab.

- (7) Director, Local Government, Punjab.
- (8) Chief Administrator, Punjab Urban Development Authority, Mohali.
- (9) Chief Administrator, Greater Mohali Urban Development Authority, Mohali.
- (10) Chief Administrator, Ludhiana Development Authority, Ludhiana.
- (11) Chief Administrator, Behind Development Authority, Behind.
- (12) Chief Administrator, Jalandhar Development Authority, Jalandhar.
- (13) Chief Administrator, Amritsar Development Authority, Amritsar.
- (14) Mayors of all Municipal Corporations in the State.
- (15) Commissioners of all Municipal Corporations in the State.
- (16) All Regional Deputy Directors of Urban Local Government in the State.
- (17) All Deputy Commissioners in the State.
- (18) Presidents of all Municipal Councils/Nagar Panchayats in the State.
- (19) Executive Officers of all Municipal Councils/Nagar Panchayats in the State.
- (20) All Officers in the Local Government Department/Directorate.
- (21) All Superintendents of Local Government Secretariat/Directorate.
- (22) Examiner, Local Fund Accounts, Punjab, Chandigarh.
- (23) Director, Information & Public Relations, Punjab.

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Special Secretary Local Government.