

Procedure, Eligibility Conditions and documents required for grant of Extension of Time(EOT) for construction of building

A. Eligibility conditions:

1. a) In cases where building could not be completed within the permissible period of one year and even by last EOT i.e. 31.03.2015, this application form complete in all respects as per instruction & eligibility mentioned in this application should be submitted at the Reception Counter of Relocation Division, DSIIDC for:
 - i) Revalidation of the NOC issued from DSIIDC for construction of the building.
 - ii) Mortgage Permission(MP) to get loan for construction of the building from DFC or other Financial Institution.
 - iii) Issuance of 4 sets/execution of lease deed.
 - b) Those allottees who have submitted 3 sets of lease deed after paying stamp duty but lease deed could not be executed for want of extension of time, may apply on this application for EOT.
 - c) In cases where permissible period (PPD) of one year for construction has been expired and allottee wants to submit 3 sets of lease deed after paying stamp duty for its execution may submit 3 sets of lease deed alongwith this application of EOT.
2. In cases where building has been completed within the permissible period (PPD) of one year or on/before 31.03.2015 or in cases where permissible period for construction has not been expired, allottee needs not to submit this application for EOT and allottee should submit separate application form available on website of DSIIDC for issuance of 4 sets/execution of lease deed.
 3. Completion of the building means:- allottee should have any one proof out of the following:
 - i) Power Bill for permanent electric connection for date of energisation.
 - ii) Completion Certificate.
 - iii) Occupancy Certificate.
 - iv) D-Form.

B. Procedure:

4. On receipt of the application for EOT, application will be scrutinized/examined and processed on the basis of Order No.DCI(BIE)/02/09/CI/624 dated 27.01.2016 from CI Office for current EOT i.e. upto 31.12.2016 available on website of DSIIDC.
5. On receipt and scrutiny of the application for EOT for building construction, this Office/Division will issue a letter to Estate Manager/Executive Engineer, Bawana/Bhorgarh/Narela/Jhilmil as the case may be, to send the status/inspection report of the plot to the DM concerned within a week's time and copy of the same forwarded to allottee will be reflected on the allottee's portal.

6. On receiving the status/inspection report from the Estate Manager/Executive Engineer in r/o plot allotted, file will be put-up to A/c Section of Relocation Division for calculation of dues, if any.
7. Dues like Ground/Lease Rent, Watch & Ward Charges/Late Possession Penalty (LPP) & Late Construction Penalty (LCP), if any, will be uploaded on allottee's portal.
8. Letter for deficiency/demand, if any, will be reflected/uploaded on allottee's portal from where allottee can download it.
9. Allottee can make payment through online mode or after obtaining computerized challan from allottee's portal, allottee can make offline payment at any branch of Kotak Mahindra Bank:
 - i) Kotak Mahindra Bank (Preet Vihar Branch), 7 Ground Floor, Bharti Artist Colony, Vikas Marg, Preet Vihar, Delhi-110092.
 - ii) Kotak Mahindra Bank (C. P. Branch), G-39, Connaught Place, Outer Circle, New Delhi-110001.
10. After making payment, receipt of payment/challan is to be submitted at the Reception Counter of Relocation Division, DSIIDC for further processing the file for approval of MD, DSIIDC through DM(RL) & CM(RL).
11. As soon as file is received, after approval of MD, DSIIDC, case will be dealt/processed accordingly, as the case may be.
12. Intimation letter in r/o revalidation of NOC for construction issued from DSIIDC or mortgage permission for construction loan or lease deed will be reflected on allottee's portal from where allottee can download the same.

C. Instructions/directions for early delivery & to avoid further penalties:

13. Allottee(s) is/are advised to submit all the requisite documents as stated, with the application for extension of time(EOT) so that this office may process the application without delay.
14. Delay, due to non-submission of stated documents with the application for extension of time, will be attributed towards allottee and DSIIDC will not be responsible for this delay and late construction penalty (LCP) will initially be charged upto the date of submission of the complete documents. However, it will be extended upto the date of completion of building.
15. Now allottee needs not to come to this office, allottee can know status of application in respect of extension of time through allottee's portal from home/anywhere.

D. Documents to be enclosed:

- i) Certificate from Certified Architect, if construction is in progress and more than 1/3rd of permissible FAR has been achieved.
- ii) Proof of encroachment/litigation if construction could not be started/ Construction is less than of 1/3rd permissible FAR.
- iii) Death Certificate of allottee, if mutation is pending due to death of allottee.
- iv) Proof of construction if building is completed.
- v) Self attested copy of letter for sanction plan from MCD, if issued.
- vi) Self attested copy of receipt of Stamp Duty Paid alongwith 3 sets of lease deed, if applicable.

