

Procedure, list of documents and eligibility criteria for issue of Possession Letter

A. Procedure:

1. On deposition of full cost along with interest, if any, application for issuance of possession letter, available on website of DSIIDC, complete in all respect, should be submitted at the reception counter of Relocation Division, 419, Udyog Sadan, Patparganj, Delhi-110092 to avoid watch and ward charges and possession penalty.
2. File alongwith complete application is sent to A/c Section for calculation of dues for Watch & Ward charges possession penalty and interest on late payment for cost of plot, if any.
3. Dues for Watch & Ward charges possession penalty and interest on late payment for cost of plot, if any are reflected/shown within 10 days on allottee's portal available website of DSIIDC.
4. Payment as indicated may be made online or offline mode through the computerized generated challan which may be obtained from allottee's portal.
5. After payment, Allottee has to submit the self attested copy of paid challan/receipt for dues paid.
6. On receipt of payment of dues, file with challan is put-up to DM & CM for approval.
7. After approval of CM, file is sent to DM(Possn.)/Manager(Possn.) for issuance of possession letter.
8. Intimation letter for taking possession within 20 days will be shown/ reflected on allottee's portal from where allottee can download the intimation letter. In case allottee does not collect the possession letter, watch and ward charges @ ₹ 5/- per sq. mtr. per month will be charged i.e.

Size Sq. mtr.	100	150	200	250
WW per month	500	750	1000	1250

9. After taking possession letter from this division, allottee has to go in the Office of Executive Engineer, Bawana/Bhorgarh/Narela (whichever is applicable) within 30 days otherwise possession letter will become invalid. After paying Watch & Ward charges it can be re-validated.
10. As soon as allottee takes physical possession of the plot, allottee has to submit the self attested copy of physical possession letter issued by Engg. Division at the reception counter of relocation division to upload the date of physical possession in the computer data for automatic generation of lease documentation fees and ground/lease rent after 5 years from the date of physical possession. If allottee does not submit the attested copy of physical possession letter, DSIIDC will not be held responsible for not generation of lease documentation fee and ground/lease rent.

11. Remember, permissible period from the date of physical possession is one year for construction of the building on plot and for execution of lease deed.
12. After obtaining physical possession, allottee has to apply for issuance of 4 sets of lease deed and for its execution as per the applications available on website of DSIIDC.
13. During the permissible period of 1 year, allottee has to obtain sanctioned layout map/plan from the MCD concerned.

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

14. Allottee(s) is/are advised to submit all the requisite documents as stated, with the possession application so that this office may process the application without delay and deliver the possession letter in a schedule time of delivery i.e. 60 days.
15. If application, duly filled with requisite documents (as stated) are received in this office, watch & ward charges and late possession penalty (as applicable) will be levied for the delayed period, upto the date of receipt of application in this office.
16. W/W Charges and LPP :- Delay in this regard, due to non-submission of stated documents with the possession application will be attributed towards allottee and DSIIDC will not be responsible for this delay. Watch & ward charges (W/W) and late possession penalty (LPP) shall be charged from the allottee till the date of receiving complete documents as per tables given below:

Table-1: Watch & Ward Charges:

S. No.	Particulars	Bawana/Narela	Bhorgarh
1.	From the date of full cost of the plot to the date of application of possession	@ ₹5/sq.mtr./month	Nil
2.	If allottee takes possession letter within 20 days of issue of intimation letter	Nil	Nil
3.	If allottee takes possession letter after 20 days	@ ₹ 5/sq. mtr./month from 21 <sup>st</sup> day to the date of possession letter	@ ₹ 5/sq. mtr./month from 21 <sup>st</sup> day to the date of possession letter
4.	If allottee takes physical possession within 30 days from the date of issuance of possession letter	Nil	Nil
5.	If allottee takes physical possession after 30 days from the issue of possession letter	@ ₹ 5/sq. mtr./month from the 31 <sup>st</sup> day of possession letter to the date of physical possession	@ ₹ 5/sq. mtr./month from the 31 <sup>st</sup> day of possession letter till the date of physical possession

Table-2: Late possession penalty:

(A) Bhorgarh:-

From the date of full cost to the : Nil  
date of application of possession

(B) Bawana & Narela

In the cases where the full cost has been deposited on or before 22.09.2010 and allottees who have taken possession after 22.09.2010.

- i) From the date of full cost to the  
date of possession  
upto Dec. \_\_\_ 2006 \_\_\_ penalty = 0

Table for Late Possession Penalty:

S. No.	Year	Rs. per sq. mtr. per year	Cumulative
1.	1 <sup>st</sup> Year	50	50
2.	2 <sup>nd</sup> Year	50	100
3.	3 <sup>rd</sup> Year	50	150
4.	4 <sup>th</sup> Year	50	200
5.	5 <sup>th</sup> Year	50	250
6.	6 <sup>th</sup> Year	150	250+150=400
7.	7 <sup>th</sup> Year	160	400+160=560
8.	8 <sup>th</sup> Year	180	560+180=740
9.	9 <sup>th</sup> Year	190	740+190=930
10.	10 <sup>th</sup> Year	200	930+200=1130
11.	11 <sup>th</sup> Year	210	1130+210=1340

17. Demand for dues, if any, will be raised/uploaded on allottee's portal within 10 days. If demand is not uploaded within 10 days on allottee's portal, allottee may write to DM concerned through portal or contact during public hours.
18. Now allottee needs not to come to this office, allottee can know status of application in respect of possession letter/4 sets of lease deed & execution/refund etc. through allottee's portal.
19. Intimation letter for collecting possession letter will be shown on allottee's portal from where allottee can download it.
20. If intimation/possession letter is not received within 45 days, allottees may write to DM through the allottee's portal or contact during public hours.

### C. Eligibility Criteria:

21. Full cost alongwith interest, if any, must be received by this office within the scheduled time as per the allotment-cum-demand letter or within EOT for payment.
22. There must be no dispute/court case in r/o plot allotted.
23. Factory should be outside INSITU area. If it is inside INSITU area, possession will not be given.
24. If application submitted in 1996 must not have been rejected:
  - i) By CI due to ineligibility.
  - ii) Due to non-deposition of 50% payment by 31.03.2001 for the allotments made in the year 2000.
  - iii) Due to factory inside INSITU area.
25. If there is a change in hands from the date of submission of application (1996) to till date, first apply for change in constitution/mutation as per application available on website for approval of COC in this office. No application for possession will be considered till the COC is approved by DSIIDC. After COC application for possession, complete in all respect, available on website of DSIIDC, should be submitted at the reception counter of Relocation Division.

### D. List of documents to be accompanied with application form are:

- i) Undertaking/Indemnity Bond on stamp paper of ₹100/- as per format available Annexure-I.
- ii) Identity Slip in Triplicate with photograph & signature of allottee(s) duly attested by Gazetted Officer as per Annexure-II.
- iii) Allotment-cum-demand letter (self attested).
- iv) Loan Clearance Certificate/NOC for EMD, if a part or full of EMD availed from bank/financial institution.
- v) Loan Clearance/No Default Certificate/NOC, if loan towards cost of plot availed from bank/financial institution.
- vi) Self attested copy of letter of change in constitution (COC)/mutation if occurred/ issued from this office in r/o plot.
- vii) ID proof of allottee(s) as stated in Identity Slip/Certificate

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