

**Subject: REVISION OF TRANSFER POLICY OF RESIDENTIAL/COMMERCIAL PLOTS.
EXTENSION & TRANSFER POLICY OF INDUSTRIAL PLOTS. EXTENSION POLICY OF INSTITUTIONAL PLOTS.**

In supersession of previous instructions on the subject cited above, issued vide No. PUDA-P&C-97/2526-2537 dated 27.10.97, the transfer policy of residential / commercial plots is amended in view of the decision taken by the Finance Committee in its 20th meeting vide Agenda item No. 20.16 as under:-

RESIDENTIAL/COMMERCIAL PLOTS:

- i) The transfer fee may be charged at the rate of 2.5% of allotment price or auction price of the plot in case of residential plots and 2.5% of the auction price in case of commercial plots, subject to the minimum as under:-

	RESIDENTIAL	COMMERCIAL
Plots msg. 500 Sq. yds. Rs. 40,000/-	Booth	Rs. 25,000/-
Plots msg. 400 Sq. yds. Rs. 30,000/-	SSS	Rs. 40,000/-
Plots msg. 300 Sq. yds. Rs. 20,000/-	SCO/SCF	Rs. 75,000/-
Plots msg. 250 Sq. yds. Rs. 15,000/-		
Plots msg. 100 Sq. yds. Rs. 10,000/-		
Plots msg. 150 Sq. yds. Rs. 7,500/-		
Plots msg. 150 Sq. yds. Rs. 5,000		

- ii) Family transfer may be allowed on payment of following transfer fee:

		RESIDENTIAL	COMMERCIAL
500 Sq. yds.	Rs. 10,0000/-	Booth	Rs. 10,000/-
400 Sq. yds.	Rs. 8,000/-	SSS	Rs. 20,000/-
300 Sq. yds.	Rs.6,0000/-	SCO/SCF	Rs. 30,000/-
250 Sq. yds.	Rs. 5000/-		
200 Sq. yds.	Rs. 4,000/-		
150 Sq. yds.	Rs. 3,000/-		
Below 150 Sq. yds.	Rs. 2,000/-		

- iii) Addition/Deletion of the name of spouse may be allowed on the following rates:-
Residential Rs. 2,000/-
Commercial Rs. 5,000/-

- iv) The processing charges in case of transfer / issue of NOC will be as under:-
Residential plots Rs. 1,000/-
Commercial plots Rs. 2,000/-

- v) No transfer is to be allowed where the conveyance deed has been signed and where there is any construction on the plot.

- vi) The above rates of transfer fee will be applicable from the date of decision of this transfer policy i.e. 16.9.97.

- vii) Other provisions of the transfer policy already existing will remain unchanged.

INDUSTRIAL PLOTS:

EXTENSION POLICY:

Extension in time for completion of building as per approved plan and installation of machinery, may be allowed only upto 31.12.1998 on payment of extension fee at the rate of Rs. 200/- per Sq. yd. No extension will be granted beyond 31.12.98 and the allottee may be asked to complete the buildings and install machinery by 31.12.98 on payment of extension fee, failing which resumption proceedings will be started.

TRANSFER POLICY:

The transfer of industrial plots may be allowed on payment of charges and fulfillment of conditions as follows:-

- i) Extension fee may be charged as proposed above.
- ii) Transfer fee at the rate of Rs. 100/- per sq. yd. in lumpsum Rs. 15/- per sq. yd. per year from the date of original allotment / last transfer.
- iii) Family transfer may be allowed on payment of Rs. 20,000/-
- iv) The transfer shall only be allowed if the building is completed as per approved plan and machinery installed and conditions of allotment are fulfilled.
- v) Permission to transfer the plots will be subject to the condition that the transferee shall use the plot only for the industrial purposes.
- vi) No transfer fee is payable for transfer in death cases.
- vii) Normally the transfer is allowed till the conveyance deed is not executed. But in view of condition No. 9 of the allotment letter, the allottee shall have to obtain NOC from PUDA before transferring his rights. For obtaining permission to transfer/NOC, the allottee shall have to pay Rs. 2,000/- as processing charges.

A part from above, the following policy guidelines for giving permission to transfer and issuing NOC where the conveyance deed has been executed, may also be adopted:-

- i) Signatures of the transferor(s) / Transferee(s) must be attested by the Bankers. In case of companies, resolution of Board of Directors authorizing the signatory for moving the application for NOC / permission to transfer, should be submitted with passport size photograph duly attested by the Magistrate, for both the Transferor / Transferee.
- ii) All outstanding dues must be cleared before issue of permission to transfer or NOC.
- iii) Project report of the proposed transferee should be attached and the project should be free from pollution and environmental hazards. The project should not be on the banned list of pollution and Environment Control Board.

EXTENSION POLICY FOR INSTITUTIONAL PLOTS:

The following extension fee rates will be applicable:-

Allotments made before 1995:

Upto 31.12.98	Rs. 50/- per Sq. yd.
Upto 31.12.99	Rs. 100/- per Sq. yd.

Allotments made in 1995 and thereafter:

1st year	4% of allotment price.
2nd year	7% of allotment price.

The allottee will have to complete the 50% construction within one year and 50% during next year and

will make the institute operative.

(Issued vide letter no. 4379-90 Dated 9-7-99)

Subject:- AMENDMENT IN THE TRANSFER POLICY OF PLOTS/HOUSES.

Please refer to the subject cited above.

2. Under the policy of transfer of plots dated 29-1-88, issued by the Govt. of Punjab, Department of Housing & Urban Dev. vide Memo No. 3/26/88/2HG1/1178 dated 29-1-88, the permission granted is valid for sixty days from the date of registration of dispatch and shall be revoked after this period. The matter has been examined by the Finance and Accounts Committee in its meeting held on 20-3-97 vide Agenda Item No. 13.05 and it has been decided to modify the present policy as under:-

“Extension beyond the permissible limit of sixty days may be allowed, for two terms of thirty days each on payment of administrative charges at the rate of 5% and 10% of transfer fee for 1st & 2nd extension respectively subject to minimum of Rs. 500/- and Rs. 1000/- for the consecutive terms. The Estate Officer may be empowered to allow this extension (reasons to be recorded in writing by Estate Officer). However, in extremely hard case / extension beyond this period may be allowed by Estate Officer on payment of 10% incremental increase per month for the subsequent period. This will apply in case of transfer of plots as well as houses.”

(Issued vide Endst. No. PUDA-Policy/AP-1-97/596 Dated 22-05-97)