

**PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY  
PUDA BHAWAN, SECTOR 62, SAHIBZADA AJIT SINGH NAGAR**

To

1. Chief Administrator,  
GMADA, SAS Nagar
2. Chief Administrator  
GLADA, Ludhiana
3. Chief Administrator  
A.D.A., Amritsar
4. Chief Administrator  
J.D.A., Jalandhar
5. Chief Administrator  
BDA, Bathinda
6. Chief Administrator  
P.D.A., Patiala

No. PUDA-Policy Branch-S1-2017/20085-95

Dated 15/06/17

Subject: For issuance of Reservation Policy with regard to Property to be allotted by PUDA and various authorities.

Reference: In continuation of this Office Letter No. PUDA-Policy-Branch-S5/2015/7966/71 dated 30.3.2015.

On the subject cited above, it is being intimated that the policy issued vide letter under reference had been prepared after consideration at the level of Hon'ble Chief Minister-cum-Chairman PUDA, Reservation Policy is being enclosed herewith for its compliance in true spirit. Ex-Post

facto approval of the same shall be done in the meeting of Finance and Accounts Committee of PUDA/Executive Committee/ Authority of PUDA.

Sd/-  
Superintendent (Policy)  
For Chief Administrator

Endst No. PUDA-Policy-S1/2017/20085-95 dated 16/6/17

A copy is forwarded to following along with reservation for information:-

1. Joint Director, Public Relationship, PUDA, Mohali
2. Nodal Officer, PUDA, SAS Nagar
3. Chief Accounts Officer, PUDA, SAS Nagar
4. A.G.M. (H.R.), PUDA, SAS Nagar
5. G.M. (IT&C), PUDA, SAS Nagar to upload on the website.

Sd/-  
Superintendent (Policy)  
For Chief Administrator

**PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY  
PUJA BHAWAN, SECTOR -62, SAS, NAGAR**

PUDA and various Special Urban Planning and Development Authorities are working under the domain of Housing and Urban Development Department. There is a policy to provide affordable houses/plots to the General Public. The Cabinet of Punjab in its meeting held on 18.3.2017 has decided to give 30% reservation to the applicants of SC category in the allotment of houses/plots. Apart from above, it has also been felt that senior citizen and women of all categories including reserved categories need preferential treatment in the allotment of plots/houses. Regarding the allotment of plots/houses by PUDA and other Development Authorities, following reservation policy is proposed in supersession of earlier policy circulated vide letter no. 7966-71 dated 30.03.2015

- 1.0 For the applicants of all categories including reserved categories, first preference in allotment shall be given to senior citizens who do not possess any plot/house anywhere in country, then to women who do not possess any plot/house anywhere in country and only when their list will be exhausted then others will be considered for allotment against the plots/houses.
- 2.0 The applicants applying for allotment under the reserved categories (categories at Sr.No.1 to 11 as below excluding 50% General category), should belong to the State of Punjab and they or their spouse/dependents should not possess any plot/house anywhere in the country.
- 3.0 The allottees who remain successful for the allotment of plots/houses under the preferential or reserved categories shall not be permitted to transfer/sell the same for a period of 05 years from the date of issuance of Letter of Intent/ Allotment Letter, whichever is earlier.
- 4.0 Where sufficient number of applications are not received against SC category of other reserved Categories such as Defence, Handicapped etc. then available plots/houses of these categories shall be considered in SC Category under Sr. No.11 below.  
In case the above said plots/houses are still available due to non-availability of applicants of such categories then these shall be considered in General Category under Sr.No. 11 below.
- 5.0

Sr.No	Category	SC category	General Category	Total
		1	2	Column 1 +2
1	Defence and Paramilitary forces i) Serving and Retired Defence Personnel &	01%	3%	04%

	Paramilitary Forces, Including war-widows of these Categories  ii)(a) 100% Disabled soldiers of Punjab Domiciles b) 40% & above Disabled soldiers of Punjab Domicile (In case plots/houses are left out after considering the application received from 100% Disabled soldiers).	01%	01%	02%
2	Gallantry Award Winners From Defence Services/Paramilitary forces, who have distinguished themselves by acts of bravery and valour in the defence of our country, both in war and peace time and Punjab Police Personnel awarded with President/Police Medals of Gallantry	01%	01%	02%
3	Legal Heirs (excluding war widows of serving and retired defence personal and paramilitary forces) of Army/Paramilitary forces, Punjab Police, personnel Killed in action (war or on law & order duty)	01%	01%	02%
4	Riot affected and Terrorist affected families	02%	03%	05%
5	Freedom Fighters	01%	01%	02%

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6	Specified Disabilities: 1. Physical disability 2. Intellectual disability 3. Mental behaviour disability 4. Disability caused due to (a) chronic neurological conditions, such as- (i) "multiple sclerosis"; (ii) "parkinson's disease." (b) Blood disorder- (i) "haemophilia" (ii) "thalassemia" (i) "sickle cell disease" 5. Multiple Disabilities (more than one of the above specified disabilities)		01% 01% 01% 01%       01%	05%
7	Sports person  (As per Notification No.5/03/2013-1Hg1/1128 dt. 11 <sup>th</sup> April,2013 issued by Government of Punjab Department of Housing and Urban Development (Housing-1 Branch)	01%	01%	02%
8	Persons settled abroad	01%	01%	02%
9	Government Employees	1%	2%	3%
10	PUDA Employees	1%	1%	2%
11	Others	19%	50	69%
	TOTAL	30%	70%	100%

o Eligible Criteria/ documents Required For Reserve Categories:-

Sr. No.	Category	Eligible criteria / documents Required
	Schedule Caste/Schedule Tribe	A valid certificate issued by the Competent Authority as prescribed by the Govt. of Punjab.

2	<p>Defence and Paramilitary forces</p> <p>i) Serving and Retired Defence Personnel &amp; Paramilitary Forces, including war-widows of these categories.</p> <p>ii) (a) 100% Disabled soldiers of Punjab Domicile As per Policy letter no. 2136-49 dt. 11-8-2006.</p> <p>b) 40% &amp; above Disabled soldiers of Punjab Domicile (In case plots/houses are left out after considering the application received from 100% Disabled soldiers).</p>	<p>As per policy letter no. 1303-07 dt 18-3-98</p> <p>In case of Serving and Retired Defence Personnel &amp; Paramilitary Forces, (including war-widows of these categories) and 100% disabled soldiers of Punjab domicile :- A valid certificate issued by Deputy-Director, Distt Sainik Board is required.</p> <p>As per Policy letter no. 22013-18 dt. 24-10-2013.</p>
3	<p>Gallantry Award Winners From Defence Services/ Paramilitary forces, who have distinguished themselves by acts of bravery and valour in the defence of our country, both in war and peace time and Punjab police Personnel awarded with President/Police Medals for Gallantry</p>	<p>(a) The Gallantry award winners from the defence services, paramilitary forces who have distinguished themselves by acts of bravery and valour in the defence of our country, both in war and peace time and Punjab Police Personnel awarded with President Police medal for Gallantry and Police medal for Gallantry They should not already have/ possess any such discretionary quota plot/house/flat from any other scheme in any other part of country</p> <p>(b) In case of posthumous award, the next of kin shall be eligible to avail of this quota. The next of kin shall be construed as widow, if there is one, and in case the awarded was</p>

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		<p>unmarried, the mother or father in that order.</p> <p>The following order of precedence will be adopted.</p> <ul style="list-style-type: none"> <li>(i) ParamVir Chakra</li> <li>(ii) MahaVir Charka</li> <li>(iii) Vir Chakra</li> <li>(iv) Ashoka Chakra</li> <li>(v) Kirti Chakra</li> <li>(vi) Shaurya Chakra</li> <li>(vii) President Police Medal for Gallantry</li> <li>(viii) Police Medal for Gallantry.</li> <li>(ix) Sena Medal/ NauSena Medal/ VayuSena Medal</li> </ul> <p>The higher category awardee shall get precedence over the lower category awardees.</p> <p>As per policy letter no. 1940-51 dt. 9-7-2004.</p>
4	<p>Legal Heirs (excluding war widows of serving and retired defense personal and paramilitary forces) of Army/Paramilitary forces, Punjab Police, Personnel Killed in action (war or on law &amp; order duty)</p>	<p>Legal heirs (Excluding War Widows of Serving and Retired Defence Personnel &amp; Paramilitary Forces of Army / Paramilitary Forces, Punjab Police, Personnel killed in action (War or on law and order duty):- a valid certificate issued by the Deputy Director Distt. Sainik Board is required.</p> <p>In case of Punjab police personnel,</p>

		<p>killed in action (war or law and order duty ) a valid certificate issued by the D.G.F Punjab /D.C as the case may be required</p> <p>As per policy letter no. 22013-18 dt. 24-10-2013.</p>
5	<p>Riot affected and Terrorist affected families.</p> <p>This quota is extended upto 31-12-2016 vide letter no. 24472-93 dt. 24-12-2011</p>	<p>"Riot affected means, a person who migrated to the State of Punjab from any other part of the country who has been issued a red card by any Deputy Commissioner of a District of the State of Punjab and who has not been allotted a house under the Riot effected persons category at Delhi or any other place in the country.</p> <p>And</p> <p>Terrorist affected means a person who belongs to State of Punjab holding valid certificate issued by any Deputy-Commissioner of the State of Punjab and has not availed the benefit for allotment of house/plot under this category.</p> <p>A valid certificate issued by the concerned Deputy-Commissioner regarding Riots effected /Terrorists effected is required as per Annexure A&amp;B.</p> <p>As per policy letter no. 2136-49 dt. 11-8-2006 .</p>
6	Freedom Fighters	Only those freedom fighters who are recipient of Freedom Fighter Reward



Pension or Tamra Patra issued by Punjab Govt./ Govt. of India for taking part in recognized movement shall be eligible to apply under this category. A valid certificate issued by the competent authority is required.

As per Govt. letter no 13/16/2010-311/959 dt. 28-7-2011

7 Specified Disabilities.  
1. Physical disability

Physical disability -

- A Locomotor disability ( a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including-
- (a) "Leprosy cured person" means a person who has been cured of leprosy but is suffering from-
    - (i) Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eyelid but with no manifest deformity,
    - (ii) Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity,
    - (iii) Extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly.
  - (b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the

brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment-

(a) "blindness" means a condition where a person has any of the following conditions, after best correction-

(i) Total absence of sight; or  
(ii) Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction, or

(iii) Limitation of the field of vision subtending an angle of less than 10 degree;

(b) "low-vision" means a condition where a person has any of the following conditions, namely:-

(i) Visual acuity not exceeding 6/18 or less than 20/60 upto

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	<p>2. Intellectual disability</p>	<p>3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or</p> <p>(ii) Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.</p> <p>(C) Hearing impairment-</p> <p>(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;</p> <p>(b) "hard of hearing" means person having 60 DB to 70DB hearing loss in speech frequencies in both ears;</p> <p>(D) "Speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.</p> <p>2 Intellectual disability, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including-</p> <p>(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia,</p>
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	<p>3. Mental behaviour</p> <p>4. Disability caused due to</p> <p>(a) chronic neurological conditions, such as-</p> <p>(i) "multiple sclerosis";</p> <p>(ii) "parkinson's disease.</p> <p>(b) Blood disorder-</p> <p>(i) "haemophilia"</p> <p>(ii) "thalassemia"</p> <p>i) "sickle cell disease"</p>	<p>dyspraxia and developmental aphasia;</p> <p>(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.</p> <p>3 Mental behaviour-</p> <p>"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by subnormality of intelligence.</p> <p>4. Disability caused due to-</p> <p>(a) chronic neurological conditions, such as-</p> <p>(i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;</p> <p>(ii) "parkinson's disease" means a progressive disease of the nervous</p>
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system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people and associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder-

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;

(ii) "thalassemia" means a group of inherited disorders characterized by reduced or absent amounts of haemoglobin

(iii) "sickle cell disease" means a hemolytic disorder characterized by chronic anemia, painful events, and various complications due to associated tissue and organ damage. "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin

5. Multiple Disabilities (more than one of the above specified disabilities)

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of

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hearing and visual impairments causing severe communication, developmental, and educational problems. Any other category as may be notified by the Central Government.  
AS per THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016

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Sports person.

The Allotment to sports person shall be made in the order of preference as given under :-

- (i) Medal winner of Olympic Games, World Cup and Asian Games & Mountaineers, who have scaled Mount Everest.
- (ii) First three position holders of common Wealth Games, Afro Asian Games and Asian Championship.
- (iii) Participants of Olympic Games, World Cup and Asian Games.
- (iv) Participants of Common Wealth Games Afro Asian Games, Asian Championships\*, International Cricket Test Matches\*\* International Cricket One Day Matches\*\*\* & International Cricket T-20 Matches\*\*

\*Provided that the sports persons falling under category (iii) and (iv) above shall be eligible only for plots measuring upto 250 sq.yds.

\*\* Provided further that the eligible sports persons shall produce certificate issued by the Competent Authority of Sports Department regarding the recognition of such championships.

\*\*\* Provided further that the eligible sports persons shall produce certificate issued by the Board of

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Control for Cricket in India (BCCI) regarding the recognition of such international matches.

\*\*\*\* In the case of Mountaineers, a certificate awarded by the Indian Mountaineer Foundation duly countersigned by the Ministry of Youth Affairs & Sports Govt. of India is required.

In case any plot of a particular size remains un-allotted for want of required number of applications or otherwise then unsuccessful applicants of a bigger size of plot shall have the right to opt for such smaller size of plot, whichever is left un-allotted in the Sports Category. Such option will be taken at the time of submission of application.

The other eligibility conditions will be as under :-

1. The applicant should be a resident of state of Punjab as notified by the Punjab Government vide No. 1/3/95-3PP1/9619 dated. 06-01-1996 and amended thereafter from time to time.

2. The applicant should not have been allotted any plot or house earlier by the Directorate of Urban Estates, Punjab Housing Development Board, PUDA or other development authorities or any improvement

Trust or any other agency of the State Government or the Central Government anywhere in India, under the Sports Category.

3. The applicant should not possess any plot or house in the Urban Estates of the City, for which the plot/house is being applied for.

As per Govt. notification no. 5/03/2013/-1HG1/1128 dt. 11-4-2013.

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Persons settled abroad

i) He/She is presently settled abroad and is a citizen of any other country.

ii) He/she will be required to submit documentary proof regarding his/her, his/her father/mother, his/her grandfather/mother, his/her maternal grandfather/Maternal grandmother were original residents of State of Punjab in India. This documentary proof can be his/her birth certificate or birth certificate or his/her father/mother or his/her grandfather/mother, his/her maternal grand father/maternal grand mother to the effect that they were born in Punjab or it can be copy of their passport, driving license, Army License or any other such documents to show that they were original residents of the State of Punjab in India. Otherwise the applicant will be required to submit a certificate from the Sub-Divisional Magistrate which will be issued on the basis of agriculture property, house or plot of resident or any other ancestral property or documentary proof to this effect.

iii) A person who is an Indian Passport holder but resides for 180 days or more in a year in any foreign country and is earning in that country would be eligible to apply under this category provided that the applicant submits Income tax returns filed in that country for the last three years along with a copy of his/her passport.

iv) The person applying under this category will have to remit the entire price of plot/house in foreign exchange. Only Euro, Pound sterling, US Dollars, Canadian Dollars and Australian Dollars will be accepted.

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10	Government Employees	<ol style="list-style-type: none"> <li>1. Employees of Punjab Government, Employees of Boards/Corporations of Punjab Government, Employees of Punjab &amp; Haryana High Court, Employees/officials of the Apex institutions working under Cooperative Deptt. Of Government of Punjab like Markfed, Milkfed, Punjab State Cooperative Bank, Housefed etc., Employees of Universities funded by Punjab Government (Except Private Universities).</li> <li>2. The applicant should have completed at least 5 years of regular service or should have retired within the last 5 years from the date of commencement of the scheme.</li> <li>3. Persons on deputation in Punjab from Government of India or any other State will not be eligible to apply under this scheme</li> <li>4. Allotment will be made to those applicants who do not own any plot / flat in his / her name or in the name of his/her wife / husband or dependent.</li> <li>5. The Applicant should not have ever been allotted residential plot/ house under discretionary quota or on the basis of preference in any scheme.</li> <li>6. The applicant will submit the application with date of regular joining /retirement duly certifying him being in service from the concerned D.D.O of the Department.</li> </ol>
11	PUDA Employees	<ol style="list-style-type: none"> <li>1. The applicant should be a regular employee of PUDA. The applicant should have completed atleast 5 years of regular service or should have retired within the last 5 years from the date of commencement of the scheme. Persons on deputation in PUDA/Special</li> </ol>

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		<p>Development Authorities from any department/Board/ Corporation/ Government of India or any other State will not be eligible.</p> <ol style="list-style-type: none"><li>2. Allotment will be made to those applicants who do not own any plot / flat in his / her name or in the name of his/her wife / husband or dependent.</li><li>3. The Applicant should not have ever been allotted residential plot/ house under discretionary quota or on the basis of preference in any scheme or under the employee quota or under the schemes launched by PUDA for its employees for providing plots/houses</li><li>4. The applicant will submit the application with date of regular joining /retirement duly certifying him being in service from the concerned D.D.O of the Department.</li></ol>
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15/6/2017  
Supdt. (Policy)  
For Chief Administrator