

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

To

1. Chief Secretary, Govt. Of Punjab
2. All Additional Chief Secretary/ Financial Commissioner/
Principal Secretary and Administrative Secretary, Govt.
of Punjab
3. Heads of All the Department of State of Punjab
4. Commissioners of all the division of State of Punjab
5. Registrar, Punjab and Haryana High Court and all District
Sessions Judge.
6. All Deputy Commissioner and all Sub Divisional
Magistrate of State of Punjab
7. Chairman/Managing Directors, Board/ Corporation.

No. PUDA-Policy/2016/

Dated:

Subject: Policy for allotment of Multi-storey flats to the employees of PUDA/Authorities and Staff with Govt. of Punjab, Board and Corporation of Govt. of Punjab and of Punjab and Haryana High Court.

On the above captioned subject matter, it is being intimated that in 53rd Meeting of PUDA Authority, vide Item No.53.10, a decision has been taken to prepare the Scheme for allotment of Multi-Storey flats to the employees of PUDA/Authorities and Staff with Govt. of Punjab, Board and Corporation of Govt. of Punjab and of Punjab and Haryana High Court. As per this decision, keeping in view the availability of land in the area under the various Authorities under the Department of Housing and Urban Development, and keeping in view the Flats stories/costs, Master Plan and PUDA Building Rules

and Local Condition a final scheme shall be prepared, accordingly concerned Authority shall proceed by calling application with regard to allotment.

As per the above decision, copy of policy is being sent enclosed herewith to All Officials/Officers for information. This Scheme is also being uploaded on the PUDA's website (www.puda.gov.in).

Enclosed/ As above

Sd/-
Establishment Officer(Policy)
For Chief Administrator

Endst. No. PUDA-POLICY/2016/13615-621 Dated: 17/6/16

A copy is forwarded to Chief Administrator, GMADA, S.A.S. Nagar, PDA, Patiala, B.D.A. Bathinda, GLADA Ludhiana, JDA, Jalandhar, ADA, Amritsar along with copy of Police for further action.

Sd/- 14/6/16
Establishment Officer(Policy)
For Chief Administrator

Endst. No. PUDA-POLICY/2016/ Dated:

A copy is forwarded to G.M. (IT & C) to upload the (Hard and Soft) copy of policy.

Establishment Officer(Policy)
For Chief Administrator
Dated:

Endst. No. PUDA-POLICY/2016/

A copy is forwarded to Heads of all the Branches of PUDA and copy of policy for information of officer/staff working under them.

/
Establishment Officer(Policy)
For Chief Administrator

Endst. No. PUDA-POLICY/2016/

Dated:

A copy of above with Policy is forwarded to President,
PUDA Employee Co-ordinating Sangarsh Committee, PUDA Bhawan,
Sector 62, SAS Nagar, for their information.

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Establishment Officer(Policy)
For Chief Administrator

SUBJECT: Policy for allotment of Multi-storey flats to the employees of PUDA/Authorities and Staff with Govt. of Punjab, Board and Corporation of Govt. of Punjab and of Punjab and Haryana High Court.

A decision to prepare the Policy for allotment of Multi-storey Flats to the employees of PUDA/Authority and Officials working in Punjab Government, Punjab Government's Board, Corporation, officials working on deputation in the offices of Govt. of Punjab and employees working Punjab and Haryana High Court had been taken vide Item No. 53.10 in the 53rd Meeting held on 9.12.15.

In compliance of decisions taken by Authority, matter was considered by a Constituted Committee. Policy shall be as under: -

1. POLICY

- (A) Employee shall be allotted Multi-Storey Flats. Decision regarding No. of floors shall be taken by the Concerned Authority while taking into consideration the Master Plan, PUDA Building Rules and Local Conditions and availability of land.

(B) Category/Size of Flatt shall be as per Group A, B, C and D of the Officers/Employee as fixed by Government.

For Group-A Employees	Three Bedrooms Flat with Servant Quarter. (Covered area: 1500 Sft. Approx.) (Super Area@115% of above)	Three Bedrooms with servant quarter, Drawing Dinning, Kitchen, three toilets, Store & car parking
For Group-B Employees	Two Bedrooms Flat with Servant Quarter (Covered area: 1200 Sft. Approx.) (Super Area@115% of above)	Two Bedrooms with servant quarter, Drawing Dinning, Kitchen, two toilets, Store & car parking
For Group-C Employees	Two Bedrooms Flat (Covered area: 900 Sft. Approx.) (Super Area @ 115% of above)	Two Bedrooms with Drawing, Dinning, Kitchen, two toilets, Store & car parking.
For Group-D Employees	One Bedroom Flat (Covered area 600 Sft.	One Bedroom, Drawing Dinning, Kitchen, one toilet,

	Approxm.) (superarea @ 115% of above)	store & scooter parking.
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(C) Under this Policy, PUDA and other authorities shall prepare a scheme keeping in view the above said point (A) and ask for application at their own level.

(D) Under this Policy there shall be no reservation for any category, because this scheme is for all the employees.

2. Method for inviting application:-

(A) Under this Policy, Applicant shall make only one application for one Category/Size as per his eligibility on the prescribed format along with stipulated earnest money within the stipulated period as given in the Scheme to be prepared. No application shall be received after due date.

(B) Each Applicant shall submit his application after verification of date of joining the service/date of retirement from the Head of his Office/ Department/ Institution.

(C) If information given by an employee/ officer found to be false then his entitlement for allotment shall be rejected.

3. Eligibility:

- A) Applicant must have completed minimum five years of regular service on the date of launch of scheme or employee stood retired within last five years from the date of launch of scheme.
- B) Any Person who came to Punjab on Deputation from other state or from Govt. of India shall not be eligible to apply under this Policy.
- C) Only those application shall be eligible under this Policy, who himself or his/her spouse or their Minor Children or dependent children does not own residential plot/house in any Urban Estate of Punjab. Beside that the applicant who is applying for Mohali Station/ New Chandigarh then he/she himself/herself or his/her spouse or his/her minor children or dependent children does not have any residential house/plot in Mohali, Chandigarh/ New Chandigarh and Panchkula.
- D) If any applicant or his husband/wife or dependent children has allotment of house/plot from any Government/Semi Government Institute/ Improvement Trust/ Board Corporation/ Municipal Committee/ Corporation/ Registered

Society like Army Welfare Housing Organization or Cooperative Society, then he/ she shall not be eligible to apply under this Policy.

- E) Applicant, who has got allotment of residential house/plot earlier under any quota or under preferential scheme or under Employee Quota PUDA or any Improvement Trust or from some Government Agency, then that applicant shall not be eligible to apply under this Policy.
- F) As per this Policy, those officers/employee who had had already purchased House/Plot at the station, where he is applying, after availing loan facility from the department, then he shall not be eligible under this Policy.
- G) Employees/Officers making application shall submit self-declaration that neither any Plot/House has been allotted in his name nor in the name of his dependent in any of Urban Estate/Improvement Trust of Punjab or he or his dependent has not got any allotment of plot/house under Employee Quota/ Discretionary Quota by Government Agency or other department or by Punjab Housing and Urban Development Board/ Directorate/ PUDA or any other department or Government Agency. If Applicant is applying for Mohali/

New Chandigarh Station then he has to tender self-declaration that neither he nor his deponent has any residential plot/house in any Urban Estate of Punjab at Mohali, Chandigarh, New Chandigarh and in Urban Estate/Improvement Trust situated in Panchkula and no Plot of House has earlier been allotted to him or his dependent by Housing and Urban Development Punjab/ Directorate/ PUDA or any other department or Government Agency under Employees Quota/ Discretionary Quota nor any residential Plot/House has been allotted in any of the scheme framed for the employees by the PUDA.

All the applicants has to tender Self-declaration that if at any stage it has been found that the information tender by application is wrong or he has concealed some facts, due to which would be ineligible for allotment, then allotment of that applicant shall be cancelled and apart from forfeiting the entire deposited money, a legal action be also taken against him.

- (H) Applicant must fulfill all the conditions mentioned above from (A) to (G) from the date of opening of Scheme till the acceptance of possession.

4. Method of Allotment:-

- (A) Under the scheme framed by concerned authority, application will be sought from the employees on the prescribed application format and priority shall be given to the employee as per the date of retirement meaning thereby the employees, who are going to retire earlier shall be given preference first.
- (B) If two employees are going to retire on same date then employee who is senior as per is date of birth shall be considered senior. If date of birth is also same then seniority will be fixed as per the date of joining the regular service. If date of joining the regular service will be same then employee drawing higher salary shall be considered senior and if they are drawing same salary then the employee whose name falls first as per Punjabi Alphabet shall be considered as senior than other.
- (C) If numbers of flats is less than the application then as per the above seniority criteria and policy, waiting list be prepared and Payment of remaining applicant be refunded within 180 days from the date of closing of the scheme.

5. REFUND OF EARNEST MONEY:-

- (A) If any applicant, after making application and before closing of the scheme demands refund of his earnest money then his earnest money be refunded after taking deduction of token amount of Rs.500/-.
- (C) Earnest amount of applicant apart from the applicant listed in the fixed seniority list and waiting list, be refunded within 180 days without any interest after closing of the scheme. If earnest money could not be refunded due to some reason, then interest as per the general prevalent condition shall be payable. If applicant has been declared successful as per Seniority List or name of the applicant falls within waiting list then he shall not be given any interest.
- (C) Other Condition in respect of Refund shall be as per the General Public.

6. Conditions of Cost/Payment: -

Cost of flat to be allotted shall be fixed by the Concerned Development Authority, because value of land differs from station to station and use of material also differs from time to time and CSR has also been amended by the

Government. Other conditions in respect of Payment/Rebate will be as per general public.

7. OTHER CONDITIONS IN RESPECT OF ALLOTMENT: -

- (A) Terms and Condition in respect of payment and allotment of flats to be allotted under this policy will be same as of the allotment of Houses/Flat to the General Public.
- (B) The Flat allotted under this policy, cannot be sold for 5 years from the date of allotment of flat. Only in case of Hardship (Death Cause, serious illness) with the approval of Executive Committee of Concerned Authority can be sold before 5 years period.
- (C) Under this policy, employee can make the payment of flat by availing loan from the Bank and can make payment of instalment directly from his salary.

Sd/- 2/3/16
Administrative
Officer
(Policy),
PUDA SAS
Nagar,

Sd/- 2/3/16
Establishment
Officer,
(Policy)
PUDA, SAS
Nagar.

Sd/- 2/3/16
Legal
Advisor,
PUDA, SAS
Nagar

Sd/- 2/3/16
Chief
Accounts
Officer
PUDA, SAS
Nagar

Sd/- 2/3/16

Sd/- 2/3/16

Senior Town
Planner, SAS
PUDA Nagar,

Chief Engineer,
PUDA SAS
Nagar,