

PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY  
PUDA BHAWAN, SECTOR 62, MOHALI

No PUDA-A/Cs(Works)2006/ 9349-53

Dated: / /

To

Additional Chief Administrator,  
Punjab Urban Planning & Development Authority,  
SAS Nagar / Ludhiana / Jalandhar / Patiala / Bathinda.

Sub

Revision of Rates of Institutional sites in various urban estates.

Finance and Accounts Committee in its 51<sup>st</sup> meeting held on 20.07.06 vide agenda item no 51.10 revised the rates of institutional sites in various urban estates.

2 The new rates of institutional sites to be sold through allotment / auction and revised policy for allotment of land to institutions approved by the Finance and Accounts Committee in the said meeting are enclosed herewith.

Those rates shall apply to all the institutional sites sold through allotment w.e.f. the date of decision i.e. 20.7.06.

4 Since the rates for Petrol Pump sites are also being revised and will be intimated separately. Till their revision, no allotment of Petrol Pump sites may please be made.

This is for your kind information and further necessary action.

DAV As above.

88

10/7/

Chief Accounts Officer

Endst. No. PUDA-A/Cs(W)2006/ 9352

Dated: / /

A copy of the above is forwarded to the Private Secretary to Chairman, PUDA, for the kind information of Hon'ble Chairman.

DAV As above.

9/11/

Chief Accounts Officer

Endst. No. PUDA-A/Cs(W)2006/ 9355

Dated: / /

A copy of the above is forwarded to the Secretary to Vice Chairman PUDA for the kind information of Vice Chairman.

DAV As above.

11/11/

Chief Accounts Officer

Endst. No. PUDA-A/Cs(W)2006/ 9356

Dated:

A copy of the above is forwarded to the Secretary to Chief Administrator, PUDA for the kind information of Chief Administrator.

DA/ As above.

*Sd/-*  
Chief Accounts Officer

Endst. No. PUDA-A/Cs(W)2006/ 9357 to 9359

Dated: 27-10-2006.

✓ A copy of the above is forwarded to the Additional Chief Administrator (Policy) / Addl. Chief Administrator (Proj.) / Chief Engineer, PUDA, Mohali for information and necessary action.

DA/ As above.

*[Signature]*  
Chief Accounts Officer  
26/10/06

Endst. No. PUDA-A/Cs(W)2006/

Dated:

A copy of the above is forwarded to the Estate Officer (Plots/ Houses), PUDA, Mohali, Estate Officer, PUDA, Ludhiana / Jalandhar/ Amritsar / Patiala / Bathinda / Ferozepur and Estate Officer (Policy), PUDA, Mohali for information and necessary action.

DA/ As above.

*[Signature]*  
Chief Accounts Officer

Endst. No. PUDA-A/Cs(W)2006/

Dated:

A copy of the above is forwarded to all the Accounts Officers (Recovery / Audit / Project/ CC) PUDA, Mohali / Ludhiana / Jalandhar / Patiala for information and necessary action.

DA/ As above.

*[Signature]*  
Chief Accounts Officer



## REVISED POLICY FOR ALLOTMENT OF LAND TO INSTITUTIONS

The Authority may out of institutional sites available in any Urban Estate allot all or few sites building to the institutions provided:-

- (a) It directly serves the interest of the residents of the area in which the site or the building is situated;
- (b) It is generally conducive to the planned development of the area;
- (c) It is society registered under the societies registration Act, 1860 or is an institution which is owned or controlled by the State Government or is constituted or established under any law for the time being enforce;
- (d) It is in possession of sufficient funds to meet the cost of land and the construction of building

Provided, the total area allotted to such institutions in each case shall be subject to the land use restrictions and zoning plans.

### **1. Offer of Allotment:**

Due publicity shall be given in respect of the institutions as indicated in the enclosed annexure through two leading newspaper indicating specially their location, number and use purpose and last date for submission of application forms.

However, in case of Govt. Deptt./Public Sector Undertakings and institutions owned and managed by the Central or State Government, the allotment of land shall be made directly on receipt of applications without going through the process of a public advertisement alongwith token money/earnest money as per rates fixed vide circular No. PUDA-Policy-02/6167-78 dt.20.8.02.

### **2. Eligibility:**

For allotment of institutional land by way of auction, the Trust and Societies Registered under the society's Registration Act 1860 and the Trust's Act 1882 respectively shall only be eligible for allotment and shall be permitted to participate in the auction through their duly authorized representatives. The entities of the Trust or Memorandum of Association or the Rules and Regulation as the case may be, must provide the main objective for which the site is to be taken. Individuals, Hindu un-divided Families (HUF), Association of Persons and Companies, whether public limited or private limited shall not be eligible.

However, in the case of allotment by way of selection, the Authority shall consider the case of each institution on its merits and shall have regard to the following principles in making the selection;

- (a) The objectives and activities of the Institution and the public cause served by it since its establishment;
- (b) The financial position of the Institution (statement of Bank account for the proceeding three years).
- (c) The present location of the Institution;
- (d) The benefit likely to accrue to the general public of the locality by allotment of the institutional site;
- (e) The bonafide and genuineness of the Institution as made out in the annual reports audit report etc;
- (f) The need of the institutional site by the Institution for providing the necessary service in question;
- (g) Complete layout plan of the area required for allotment indicating all components including further sub components.
- (h) Constitution of the society trust association and list of executive members and their interrelationship among them, qualification and experience if any.

### 3. Constitution of a Committee:

For the purpose of selection for making allotment of institutional land, the Authority may constitute a committee to be called Scrutiny Committee consisting of atleast five senior officers at the head quarter of the Authority as follows:-

- i) Chief Administrator, PUDA.
- ii) Addl. Chief Administrator (F&A), PUDA.
- iii) Addl. Chief Administrator, concerned zone.
- iv) Senior Town Planner, PUDA.
- v) Addl. Chief Administrator (Policy), Member Secretary.
- vi) One expert member from Education/Health etc.

The Committee shall examine each and every case on merit and subject to the approved policy guidelines. The recommendation of the committee shall be placed before the Finance & Accounts Committee for final consideration and approval.

### 4. Scrutiny of application:

Each application shall be examined by the Scrutiny Committee constituted inter-alia having regard to the background of the applicant, the financial standing, the managerial and organizational capability, the past experience/track record, the minimum functional requirement of land and quality and type of services provided and on the basis of guidelines framed in this regard from time to time.



5. **Constitution of Committee in case of allotment by way of Auction:-**

The Auction shall be conducted by a Committee comprising following officers:-

- |      |  |                   |
|------|--|-------------------|
| i.   | Addl. Chief Administrator, concerned   | Presiding Officer |
| ii.  | Deputy Commissioner, Concerned or his nominee (If the D.C. is himself present in person, he shall be the Presiding Officer of the Committee) . | Member            |
| iii. | Addl. Chief Administrator(Finance) or his nominee.   | Special member    |
| iv.  | Sr. Town Planner, PUDA.  | Member.           |
| v.   | Superintending Engineer concerned  | Member.           |
| vi.  | Estate Officer concerned.  | Member.           |

The acceptance of final bid by the Presiding Officer shall be subject to the confirmation by the Chairman, PUDA, who shall consider the auction record in its entirety, including the objections, if any, alongwith comments of Presiding Officer, Chief Administrator and Vice Chairman, PUDA before confirming or rejecting final bid.

6. **Guidelines for allotment:**

- i) For allotting land to institutions except Government Department/Public Sector Undertakings and Institutions, owned and managed by the Central or State Government only those applications which are invited through press advertisement shall be considered. No application which is submitted otherwise, shall be dealt and examined.
- ii) The applications received in response to the advertisement would be examined by committee and the recommendations of the committee will be put up to the Finance & Accounts Committee of PUDA for final decision and approval. However, the applications received from Govt. Deptt./Public Sector Undertakings and institutions owned and managed by Central and State Govt. shall be decided by the Chairman, PUDA within the rates, terms & conditions approved under policy.
- iii) Land will be allotted on free hold basis except land for the purpose of religious, police station, fire station, Petrol Pump and Charitable Institutions at the rates fixed from time to time and as per procedure Annexed at 'A'. For religious purpose, police station,

- fire station, Petrol Pump Charitable Institutions the land shall be allotted on lease hold basis for a period of 99 years.
- iv) Petrol pump sites carved out at various developed Urban Estates shall be floated for allotment in favour of Oil Companies/Govt. Depts. State Govt. Undertakings at the rate indicated in Annexure-'A'. The numbers of filling point shall be installed at the site as per norm fixed by the Ministry of Surface Transport Government of India. 10% area shall be permitted for commercial purpose.
  - v) The Authority shall not allot land to caste and biradari based organizations.
  - vi) Allotment of land to religious bodies will be made only if there is a demand by local residents and suitable site is available for the purpose with the PUDA. Allotment of religious sites be made only if there are inadequate number of religious places of the concerned religion already existing in the Urban Estate. In general, the religious institutions shall be allotted an area of 1000 sq.yds. However, in exceptional cases depending upon the requirement a maximum of 2000 sq.yds. area shall be allotted.
  - vii) Allotment of land to Charitable Institutions will be made only if there is a demand by Trusts/Societies whose at least 1 member of the Governing body having minimum of 10 years experience in the field of school/institution i.e. Nari Niketan, school for deaf and dumb, blind, mentally retarded and handicapped, Pingalwara or Old Age Home and also having no profit motive in running such Institutions. The allotment upto maximum of 2000 sq.yds. shall be considered as per terms and procedure Annexed at 'A'.
  - viii) Institutions having sufficient funds to meet the cost of land and building proposed thereon as per project report with a greater public concern and having no profit motive should be given priority over others.

## 7. Price of land:

As determined by PUDA from time to time.

## 8. Letter of Intent:

In case of allotments made other than by way of auction, the Trusts and Societies approved by the Competent Authority shall be issued Letter of Intent for completion of formalities and necessary documents.



9. **Mode of payment:**

The payment schedule of the Institutional sites shall be made in the following manners:-

(A) **ALLOTMENT OF INSTITUTIONAL LAND ON FREE HOLD BASIS:-**

**1 ) ALLOTMENT OF LAND BY WAY OF AUCTION:**

i) **SCHOOL SITES**

- a) The participant shall require to deposit participation fee equal to 5% of the total reserve price (Refundable/ Adjustable).
- b) 15% of the highest bid amount ( after adjusting the participation fee) shall be deposited at the time of fall of hammer or within one additional calendar day as the Presiding Officer, may permit.
- c) 10% of the highest bid amount shall be deposited within 30 days from the date of auction. This period shall be extendable upto 3 months (only in respect of hardship cases on the written request of the allottee subject to payment of 1.5% surcharge on the amount due and interest @ 18% per annum for the delayed period, as per policy for condonation of delay).
- d) Balance 75% payment shall be deposited in four yearly equal instalments with interest at a rate 12% per annum or as determined by the Authority. The first instalment shall fall due after one year from the date of auction.

ii) **INSTITUTIONAL SITES:**

- a) The participant shall require to deposit participation fee equal to 5% of the total reserve price (Refundable/ Adjustable).
- b) 15% of the highest bid amount (after adjusting the participation fee) shall be deposited at the time of fall of hammer or within one additional calendar day as the Presiding Officer, may permit.
- c) 10% of the highest bid amount shall be deposited within 30 days from the date of auction. This period shall be extendable upto 3 months (only in respect of hardship cases on the written request of the allottee subject to payment of 1.5% surcharge on the amount due and interest @ 18% per annum for the delayed period, as per policy for condonation of delay).
- d) Balance 75% payment shall be deposited in four yearly equal instalments with interest at a rate 12% per annum or as determined by the Authority. The first instalment shall fall due after one year from the date of auction.

## II) ALLOTMENT OF LAND BY WAY OF SELECTION

- (a) 10% of the total reserve price shall be deposited as earnest money (refundable/adjustable).
- (b) 15% of the total reserve price shall be deposited within 90 days from the date of issue of Letter of Intent. However, this period shall be extendable upto 3 months ( only in respect of hardship cases on the written request of the allottee subject to payment of 3% surcharge on the amount due and interest at the rate of 18% per annum for the delayed period as per policy for condonation of delay).
- (c) Balance 75% payment shall be deposited in four yearly equal instalments with interest at the rate of 12% per annum or as determined by the Authority. The first instalment shall fall due after one year from the date of issue of allotment letter.

## III. ALLOTMENT OF LAND TO GOVT. DEPARTMENTS/PUBLIC SECTOR UNDERTAKINGS AND INSTITUTIONS OWNED AND MANAGED BY THE CENTRAL OR STATE GOVERNMENT.

- A) The token money shall be deposited by the Departments concerned at the rate approved under the policy circulated in this regard vide No. PUDA-Policy-2/6167-78 dated 20-8-2002.
- B) 50% of total reserve price, after adjusting the token money shall be deposited within 90 days from the date of issue Letter of Intent. However, this period shall be extendable upto 3 months ( only in respect of hardship cases on the written request of the allottee subject to payment of 3% surcharge on the amount due and interest at the rate of 18% per annum for the delayed period as per policy for condonation of delay).
- C) Balance 50% payment shall be deposited in four yearly equal instalments with interest at the rate of 12% per annum or as determined by the Authority. The first instalment shall fall due after one year from the date of issue of allotment letter.

## B) ALLOTMENT OF INSTITUTIONAL LAND ON LEASE HOLD BASIS.

## IV) ALLOTMENT OF RELIGIOUS, POLICE STATION, FIRE STATION, PETROL PUMP AND CHARITABLE INSTITUTIONS.



- (a) Rs. 50,000/- as application fee shall be deposited with the application for allotment of religious and charitable institutional sites where applications are invited through advertisement (to be refundable/adjustable).
- (b) Rs. 200/- per sq. yard as non-refundable security shall be charged from the successful applicants.
- (c) Lease money shall be charged as indicated in Annexure "A"

**10. PROCESSING FEE**

Processing fee of Rs. 5000/- shall be deducted from the applicants who applied for allotment of institutional land under the scheme for inviting applications through advertisements.

**11. Rebate on full payment**

Rebate of 5% shall be allowed if the 75% and 50% balance payment is made in lumpsum without any interest within 60 days from the date of issue of allotment letter by the Institutions, Govt. Departments/Public Sector undertakings and institutions owned and managed by the Central or State Govt. respectively.

**12. Issue of allotment letter:**

After the institution, has paid 25% amount of the total cost of land and executed the requisite agreement and completion of all other formalities, the allotment letter will be issued which shall specify the terms & conditions of allotment. However, in the case of Govt. Deptt./Public Sector Undertakings and institutions owned and managed by the Central Govt. or State Govt., the allotment letter shall be issued on receipt of 50% amount of the total cost of land.

**13. Possession:**

After the completion of all required formalities by the institution, the possession of land shall be handed over within three months w.e.f. the issue of allotment letter to the institution, on the application made by the Institution.

**14. Ownership:**

- i) The ownership of land or any building constructed thereon shall vest in the Authority. The Authority shall however permit the allottee to mortgage, hypothecate the land to a financial Institution/Bank for the principal amount and interest to be accrued thereon to the extent the payment of the cost of land is made to the Authority for the purpose of raising loan for execution of construction of building.
- ii) The Institutional sites allotted on free hold basis by way of auction shall be made freely transferable to the Trusts and Societies registered under the relevant Acts subject to the payment of a

transfer fee equivalent to 9% (nine percent) of the total value of the site to PUDA.

- iii) Full prescribed transfer fee shall be charged, if the majority of Trustees/Director/ Board members are being changed.

**15. Time frame for completion of the project:**

The entire project will have to be completed within three years in a phased manner from the date of taking possession of land by the institution.

**16. Cancellation of allotment:**

The Authority may, however, cancel the allotment, if in its opinion, enough progress has not been made. The allotment shall also be liable to be cancelled in case there is any violation of terms & conditions as decided by the Authority from time to time.

**17. Extension fee & penalty for non-completion of the project:**

The allottee shall have to complete the building within a period of three years and no extensions shall be allowed beyond this period except in exceptional cases for another two years for reasons to be recorded in writing, on payment of extension fee subject to such terms and conditions as may be determined by the Govt./ Authority from time to time. In case of non-completion of the project in time, the allotment shall be liable for cancellation and the entire amount deposited shall be forfeited in favour of PUDA.

**18. Regulations of construction**

- a) All development and construction will be done as per the regulation, bye laws & Zoning restrictions applicable to the area and as indicated by the Authority to the allottee.
- b) All the development and building plans will have to be got approved in advance from the Authority and development will be done only as per the approved plans. However, to ensure that delays in the grant of approvals of any kind to the allottee do not cause undue delays in the execution of the project, the Authority will issue all required approvals promptly.

**19. Inspection by Authority officials**

The allottee will permit the Authority functionaries to inspect any or all works connected with the execution of the project for ensuring that all terms and conditions proposed by the Authority at the time of allotment of land are being observed and that the development is being done strictly in



accordance with the approved plans and the quality of works conforms to generally minimum specifications for such Project.

**20. Arbitration:-**

All disputes and differences arising out of it in any way touching or concerning the allotment or execution of the project shall be referred to the Chief Administrator as a sole Arbitrator or any other officer appointed by him on his behalf. The decision of such arbitrator shall be final and binding on both the parties.

**21.** These guidelines will apply in the Urban Residential Estates of PUDA and not in Sectors/Urban Estates set up for the Institutions for which rates & mode of allotment will be decided separately.