

HOUSING SCHEME 2019

DOCUMENTS TO BE SUBMITTED BY THE ALLOTTEES FOR POSSESSION

(A) FOR ALL CATEGORIES:

- (i) Self attested copy of PAN Card (Permanent Account Number) issued/allotted by Income Tax Department. **In respect of successful allottees, the PAN Card details will be verified, before issuance of possession letter.**
- (ii) Identity Proof e.g. self-attested copy of passport, government Identity Card, Election ID card, Driving License, Ration Card with Photo (of the person whose photo is affixed) or Aadhaar Card. **(Upload any one)**
- (iii) Proof of residence e.g. self-attested copy of passport, government Identity Card, Election ID card, Ration card, Driving Licence, Telephone Bill, Electricity Bill, Water Bill, House Tax Receipt, Bank Pass Book (page carrying name and address) or Aadhaar Card. **(Upload any one)**
- (iv) Proof of Income for EWS Category as issued by the office of concerned SDM/ Tehsildar.

(B) FOR RESERVED CATEGORY:

In addition to (A) above, persons applying under any of the reserved categories have to submit:

- i) An attested copy of the original certificate issued by the District Magistrate/Sub Divisional Magistrate of the area concerned in case the applicant belongs to the Reserved Category of SC/ST.
- ii) An attested copy of the original certificate issued by the Medical Board or a Govt. Hospital in case the applicant is applying under the reserved category of Persons with Disability. A self-attested copy of guardianship certificate issued by the competent authority, wherever applicable, be attached.
- iii) An attested copy of Discharge Certificate from the competent authority of Ministry of Defence/Armed Forces in case of ex-Servicemen.
- iv) An attested copy of "Requisite Certificate" issued by the Ministry of Defence/Armed Forces/Para Military Forces, in case applicant comes under reserved category of War-Widows/Next of Kins which would include those receiving liberalized pension.

(C) BEFORE POSSESSION OF FLAT

Applicant to submit:

- i) Self attested copy of Bank Account Pass Book/Bank Statement from which the cost of the Flat has been deposited along with payment proof.
- ii) Affidavit as per proforma given in **Annexure- 'C' and 'D'**.
- iii) Undertaking as per proforma given in **Annexure-'E'**.
- iv) Photograph and three signatures of self and spouse, (if married), duly attested as per proforma given in **Annexure-'F'**.

AFFIDAVIT

(NOTE: This affidavit should be on a non-judicial stamp paper/e-stamp paper of Rs. 10/- and shall be attested by Magistrate/Sub-Judge/Notary Public and an extra stamp worth Rs. 5/- should be affixed thereon.)

Affidavit of Sh. /Smt. _____ s/o/d/o/w/oShri _____ r/o _____ solemnly affirm and state as under:

1. I am a citizen of India.
2. I or my wife/husband or any of my dependent relations, including unmarried children does not own in full or in part on free hold or lease hold basis a residential plot having area exceeding 67 sqm or flat/built up house having carpet area exceeding 67 sqm in the urban area of Delhi, New Delhi and Delhi Cantonment.
3. I am applying for allotment of only one dwelling unit.
4. I have attained the age of majority at the time of applying under DDA Housing Scheme - 2019. My Date of Birth is _____
5. That the joint applicant under the Scheme is my _____ (relationship), as per provision of Clause 2(x) and (xi) of the Scheme Brochure.
6. That my wife /husband has also applied for allotment of a flat under the DDA Housing Scheme – 2019 vide Application No. _____. She /He was declared successful. He/She has surrendered the said flat on _____ or she/he has not been declared successful. (Strike out which is not applicable).
7. I have not sold, transferred, assigned or parted with the possession of the whole or any part of the residence at No. _____ allotted to me against my Application No. _____ in the draw held on _____ by the DDA. That I have not executed any Sale Agreement, Power of Attorney or Agreement to Sale in favour of anybody.
8. That, I, _____ S/o D/o W/o Shri _____ r/o _____ applied for allotment of Janta /LIG/MIG/HIG flats under DDA Housing Scheme – vide Application No. _____ and that I have been allotted a flat No. _____, Pkt. _____ Sec. _____, Locality _____ vide allotment letter No. _____ dated _____. That I am entitled for possession of the flat.
9. That Smt. _____ d/o Shri _____ is my legally wedded wife.
10. I have read, understood and before filling the Application Form I have accepted all the terms and conditions of the Brochure of Housing Scheme – 2019.

DEPONENT

VERIFICATION:

I, _____, do hereby verify that the facts mentioned in Paras 1 to 10 above are correct to the best of my knowledge and belief and nothing is false therein and nothing material has been concealed.

DEPONENT

Place

Date

AFFIDAVIT FROM SPOUSE (HUSBAND/WIFE)

(NOTE: This affidavit should be on a non-judicial stamp paper/e-stamp paper of Rs. 10/- and shall be attested by Magistrate/Sub-Judge/Notary Public and ax extra stamp worth Rs. 5/- should be affixed thereon.)

Affidavit _____ of
Sh./Smt. _____ S/o/W/o Shri/Smt. _____
_____ R/o _____

I aforesaid solemnly affirm and declare as under:

1. That Shri/Smt. _____ -- _____ S/o/W/o _____ is my legally wedded husband/Wife.

DEPONENT

VERIFICATION:

I, _____, solemnly affirm and say that facts mentioned in Para 1 above is correct to the best of my knowledge and nothing is false therein and no material has been concealed.

DEPONENT

Place

Date

UNDERTAKING

(NOTE: This undertaking should be on a non-judicial stamp paper/e-stamp paper of Rs. 10/- shall be attested by Magistrate/Sub-Judge/Notary Public and an extra stamp worth Rs. 5/- should be affixed thereon.)

WHEREAS, I, _____ S/o/D/o/W/o Shri
_____ R/o _____
_____ on an application made to the Delhi Development Authority under the Delhi Development Authority (Management & Disposal of Housing Estates) Regulations, 1968 (hereinafter called the said Regulation) have been allotted a _____ (hereinafter called the flat).

AND WHEREAS under the said Regulation, it is obligatory on my part to form a registered agency with the Vice-Chairman, DDA for the management and administration of the common portions and common services attached to the flats, execute the conveyance deed for the flat and joint lease deed for the land, under the appurtenant to the flats before the possession of the flat is handed over to me.

AND WHEREAS I in my own interest have applied to Delhi Development Authority for the possession of the flat allotted for immediate occupation, before the completion of the various formalities required to be performed by me under the said regulations and execution and Application of the documents provided in the Regulations.

I, _____ S/o/D/o/W/o Shri
_____ R/o _____ on an application made to the Delhi Possession of the flat allotted being given to me earlier, I shall abide by all the terms and conditions that are set forth in the DDA (Management and Disposal of Housing Estates) Regulations, 1968, including the documents containing therein, or may be set forth in the Conveyance Deed for the flat and the joint lease deed for the land under the appurtenant to the flats by the Delhi Development Authority and shall sign and execute the same with the Delhi Development Authority and get the same registered at my own cost and expenses in the manner prescribed under the said Regulations within 90 days from the date of handing over the possession of the flat or such extended period as may be permitted by the Vice Chairman of Delhi Development Authority from time to time and that during the said period of 90 days of such extended period as may be permitted, I shall be responsible for looking after the maintenance of the common service attached to the flat allotted.

I, further undertake that we shall constitute and become, a member of the Registered Agency prescribed under the said Regulation and abide by the constitution, a model form of which I have read and understood.

I, also undertake not to make any addition and alteration in the dwelling unit allotted to me without obtaining prior and written permission from the DDA. It will be open to DDA to cancel the allotment and resume the possession of the dwelling unit, if I fail to fulfill the undertaking given herein.

Signed by me _____ on _____ day of _____ Two Thousand Nineteen.

In the presence of witnesses:-

- 1.
- 2.

ALLOTTEE

ANNEXURE-F

(NOTE: Should be attested by Magistrate/Sub-Judge/Notary Public/Gazetted officer)

Specimen signature and photograph of Shri/Smt./Km. _____ S/o/W/o/D/o _____

R/o _____ and Smt./Shri/Km. _____
S/o/W/o/D/o _____

Specimen Signature of Shri		Photograph of Shri
1		
2		
3		

Specimen Signature of Smt./Km.		Photograph of Smt./Km.
1		
2		
3		