

## PUNJAB URBAN PLANNING & DEV. AUTHORITY CHANDIGARH.

To

All Addl Chief Administrators,  
PUDA, Ludhiana / Patiala / Jalandhar / Bhatinda / Mohali.

All Estates Officers,  
PUDA, Mohali, Ludhiana, Jalandhar, Bhatinda, Amritsar,  
Ferozepur, Patiala.

No.PUDA-Policy-02/6141-52  
Dated:-20-08-02

### **Sub:- Policy for condonation of delay in respect of residential plots, commercial / Residential plots allotted through auction and institutional sites.**

Please refer to the subject cited and this is to inform that under the existing policy guidelines, the initial 15% amount towards the price of the residential / commercial plots is required to be paid within 30 days from the date of issue of allotment letter and in the case of institutional sites within 90 days from the date of issue of letter of intent.

It is felt that in some genuine cases allottees could not make the payment of 15% initial amount within the stipulated period under circumstances beyond their control. Keeping in view the genuine difficulties of the allottees, the matter was placed before the Finance and Account Committee in its 32<sup>nd</sup> meeting held on 9.8.02 vide agenda item no 32.18 with the proposal that some extra period beyond the stipulated period may be allowed on payment of surcharge. The Finance & Accounts Committee have approve the proposal as under:-

#### **1. Condonation of delay in respect of residential plots:-**

<b>Sr.No.</b>	<b>Period of Condonation</b>	<b>Officer who can Condone the delay</b>	<b>Rate of surcharge leviable on 15% amount</b>
1.	Upto 30 days from the expiry of prescribed period in allotment letter	Estate Officer	1.5% of the amount due.
2.	Upto 60 days From the expiry of prescribed period in allotment letter	Addl. Chief Administrator	2% of the amount due
3.	Upto 90 days  From the expiry of prescribed period in allotment letter.	Chief Administrator	2.5% of the amount due
4.	Upto 6 months  From the expiry of prescribed period in allotment letter.	Chairman	3% of the amount due

--	--	--	--

**2. Condonation of delay in respect of Commercial/ Residential plots allotted through auction:-**

<b>Sr.No.</b>	<b>Period of Condonation</b>	<b>Officer who can condone the delay</b>	<b>Rate of surcharge leviable on 15%</b>
1.	Upto 30 days From the expiry of prescribed period in allotment letter	Estate Officer	1.5% of the amount
2.	Upto 60 days From the expiry of prescribed period in allotment letter	Addl. Chief Administrator	2% of the amount due
3.	Upto 90 days From the expiry of prescribed period in allotment letter	Chief Administrator.	2.5% of the amount due
4.	Up to 6 months From the expiry of prescribed period in allotment letter	Chairman	3% of the amount due.

**NOTE:-**

1. Besides surcharge, the allottee shall have to pay penal interest at the rate of 18% P.A on the 15% amount for the delayed period, but the extension shall only be granted, if the request for extension is received within the prescribed period of making 15% amount in the allotment letter to complete 25% cost of the plot / house. Competent Authority as defined above, will grant extension with reasons to be recorded and the grant of extension is not the right of the allottee.

2. The Estate Officer will initiate action under Section -45 if the 25% amount is not completed within the prescribed period in the allotment letter or extended period.

**3. Condonation of delay in respect of institutional sites:-**

<b>Sr. No</b>	<b>Period of Condonation</b>	<b>Officer who can condone the delay</b>	<b>Rate of surcharge leviable on 15% amount</b>
1.	Upto 1 month	Chief Administrator	1.5% surcharge on the amount due and interest @ 18% P.A of

			<b>delayed payment.</b>
<b>2.</b>	<b>Upto 3 months (only in respect of hardship cases)</b>	<b>Chairman</b>	<b>As above.</b>

You are, therefore, requested to take further necessary action in the matter accordingly. These instructions may also be brought to the notice of all concerned for strict compliance.

**Sd\  
Administrative Officer (Policy)  
For Chief Administrator.**

**Endst.no.PUDA-Policy-02/6153-57**

**Dated:- 20.08.02**

A copy of above is forwarded to the following for information and necessary action:-

1. Addl. Chief Administrator (F&A), PUDA. Chandigarh.
2. Addl. Chief Administrator (Project), PUDA, Chandigarh.

**Sd\  
Administrative Officer (Policy)  
For Chief Administrator**