

DSI IDC (HOUSING DIVISION)

Procedure & conditions/eligibility criteria for issuance of Lease Deed Document

1. Submission of Application: The applicant needs to complete the prescribed form available on the DSI IDC website under the Housing tab for the issuance of Lease Deed Document. Thereafter, the application is to be submitted at the office of Divisional Manager (Housing), Udyog Sadan, Patparganj, Delhi-110096 along with self-attested copies of the following documents: -

- (i) Allotment Letter
- (ii) Possession Letter
- (iii) Proof of Physical Possession
- (iv) Any Govt. ID or latest Electricity bill clearly indicating the allocated flat address.

2. Eligibility Scrutiny: Upon receiving the application for 3 sets of lease deed for execution along with requisite documents and an Affidavit declaring that the allotted flat has not been sold till date and no violation to the terms of allotment has been made, the application shall be scrutinized to ensure the eligibility.

3. Dues Clearance Process: The application shall then be forwarded to the Accounts Section of the Housing Division to confirm any outstanding dues. The allottee will be promptly informed of any outstanding dues via email or letter.

4. Execution Date Confirmation: Once all dues are paid and requisite documents submitted by the allottee are verified, the file shall be sent to the Divisional Manager (DM) for giving the date for issuance of 03 sets of Lease Deed document to the allottee.

5. Execution and Registration Process: After the execution of the Lease Deed, two sets of the document shall be handed over to the allottee for registration at the Sub-Registrar Office. The registration must be completed within the time-frame prescribed by the Sub-Registrar Office.

6. Time Limit for Registration: As per Section-23 of the Registration Act, 1908, the lease deed must be presented for registration within 4 months from the date of execution. Failure to register within this timeframe may result in penalties.

7. Office Record Submission: After successful registration at the Sub-Registrar Office, a self-attested photocopy of the registered Lease Deed must be submitted at the office of Housing Division, Udyog Sadan, Patparganj, Delhi-110092 for official record-keeping.

Following these steps diligently shall ensure a smooth and legally compliant execution process for Lease Deeds under the jurisdiction of DSI IDC.

Divisional Manager (Housing)

To,

All allottees, Housing Scheme, DSI IDC