

Procedure Conditions/eligibility criteria for issuance of 4 sets/  
lease execution

A. Procedure:

1. Application (for issuance of 4 sets of Lease Deed for execution) available on Relocation page of website of DSIIDC complete in all respect should be submitted in this office atleast 45 days before expiry of 1 year from the date of physical possession.
2. List of documents accompanied with application form:
  - i) Copy of paid challan/receipt of deposition of lease documentation fee/charges which are as under:

Size of Plot (sq. mtr.)	100	150	200	250
Lease documentation Fee ( ₹ )	1087	1587	2087	2587

Break-up of charges are as under:

- (a) Vetting charges : ₹ 32/-  
(b) Charges for cost of 4 sets of lease deed : ₹ 50/-  
(c) Charges for lease rent : ₹ 5/- (₹ 1/- per year for 5 five years)  
(d) Staking charges : ₹ 1,000/- (100 sq. mtrs.)  
@ ₹ 10/sq. mtr. ₹ 2,000/- (200 sq. mtrs.)  
₹ 2,500/- (250 sq. mtrs.)

\*However, staking charges may vary depending upon actual size of the plot.

- ii) 4 passport size colored photograph.
  - iii) 4 sets of layout MAP.
  - iv) Self attested copy of physical possession letter issued by Engg. Division.
  - v) Any one proof of construction of building if completed, out of self attested copy of Power Bill (in original)/D-Form/Completion/Occupancy Certificate.
  - vi) Self attested copy of letter/order issued from DSIIDC if COC/mutation occurred.
3. On receiving & scrutiny of the application, file alongwith application if complete in all respect, is sent to A/c's Section to calculate the dues like Watch & Ward charges/late construction penalty/ground rent etc., as applicable.
  4. i) All dues i.e. ground/lease rent, Watch & Ward charges, construction penalty, lease fee, balance cost with interest will be shown/sent/reflected on allottee's friendly portal available on website of DSIIDC.
    - ii) If applied within 1 year from the date of physical possession, lease documentation fees are shown/reflected on the allottee's portal. After expiry of 1 year, no charges shall be reflected on the portal.

5. On receiving the paid challan/receipt of dues, application is put-up to DM & CM for approval for issuing of 4 sets of lease deed.
6. After approval of CM, letter for collection of 4 sets of lease deed will be shown/ reflected on allottee's portal from where allottee can download the same.
7. 4 sets of lease deed so issued may be collected from the Reception Counter of this office for further submission to Sub-Registrar Office for payment of stamp duty.
8. After making payment of stamp duty & stamping, 3 sets of lease deed should be submitted in this office for execution of lease deed, atleast one month before expiry of one year from the date of physical possession, as per the application (for submission of 3 sets of lease deed for its execution) available on website of DSIIDC.
9. After execution of lease deed, 2 sets of lease deed are handed over to the allottee for registration in Sub-Registrar Office. After getting registered in the SRO, photocopy of the same (self attested) should be submitted for record.

**B. Eligibility Criteria:**

10. Allottee(s) should/have physical possession of the plot allotted.
11. 4 sets of lease deed & its execution is allowed within the permissible period of one year for construction or within the EOT(extension of time) permitted, as per terms & conditions laid down in the letter of EOT.
12. There is a permissible period of one year from the date of physical possession for issuance of 4 sets of lease deed and its execution. Hence allottee has to apply immediately for issuance of 4 sets of lease deed as soon as allottee takes physical possession.
13. If permissible lease period of one year from the date of physical possession is expired & building is completed on/before last extension of time (EOT), any one proof of completion of the building out of self attested copy of Power Bill (in original)/D-Form/Occupancy/Completion Certificate/MCD Factory License) must be submitted alongwith the application form.
14. If permissible lease period of one year from the date of physical possession is expired & building is not completed on/before last extension of time (EOT) i.e. 31.03.2015, 4 sets of lease deed shall be issued & executed in compliance of the C.I. Order No.DC1(BIE)/02/09/624 dated 27.01.2016, for extension of time i.e. upto 31.12.2016, available on website of DSIIDC.
15.
  - i) On clearance of all dues against the plot, 4 sets of LD will be issued.
  - ii) The date of energization of permanent electric connection is being treated as the deemed date of construction of building for lease purpose only.

**16. Late Construction Penalty (LCP):**

- i) Late construction penalty starts after 1 year from the date of physical possession of the plot to the date of the construction of the building.

- ii) If date of completion of the building is prior to the date of submission of the application for 4 sets of lease deed/3 sets of lease deed, late construction penalty (LCP) will be charged upto the date of completion of the building leaving 1 year from the date of physical possession as per the tables given below:

Construction/composition penalty:

- i) Time period allowed for construction : 1 Year  
(from the date of physical possession to)

ii) Construction penalty:-

After 1 year from the date of physical possession to the date of construction, construction penalty will be charged as per tables given below:

a) Bhorgarh (Bawana-II):

- i) In Bhorgarh, penalty of construction has been started after 31.12.2013.  
ii) If construction is completed on/before 31.12.2013, construction penalty is nil.

iii) Construction penalty table for Bhorgarh:

Construction penalty upto 31.12.2013 : Nil

(For construction completed on/before 31.12.2013)

S. No.	Year	Late construction penalty Rs. (per sq. mtr.)/year	Cumulative penalty Rs. (per sq. mtr.)/year
1.	1 <sup>st</sup> Year	10/sq. mtr.	10
2.	2 <sup>nd</sup> Year	20	30
3.	3 <sup>rd</sup> Year	120	150
4.	4 <sup>th</sup> Year	130	150+130=280
5.	5 <sup>th</sup> Year	140	280+140=420
6.	6 <sup>th</sup> Year	150	420+150=570
7.	7 <sup>th</sup> Year	160	570+160=730
8.	8 <sup>th</sup> Year	180	730+180=910
9.	9 <sup>th</sup> Year	190	910+190=1100
10.	10 <sup>th</sup> Year	200	1100+200=1300

b) Bawana:

- i) Penalty of construction has been imposed after 31.12.2006.  
ii) If construction is completed on/before 31.12.2006, construction penalty is nil.

iii) Construction penalty table for Bawana/Narela:

(Construction penalty – upto 2006 (upto 31.12.2006) = Nil

S. No.	Year	Late construction penalty Rs. (per sq.mtr.)/year	Cumulative penalty Rs. (per sq. mtr.)/ year
1.	1 <sup>st</sup> Year	50	50
2.	2 <sup>nd</sup> Year	50	100
3.	3 <sup>rd</sup> Year	50	150
4.	4 <sup>th</sup> Year	50	200
5.	5 <sup>th</sup> Year	50	250
6.	6 <sup>th</sup> Year	150	250+150=400
7.	7 <sup>th</sup> Year	160	400+160=560
8.	8 <sup>th</sup> Year	180	560+180=740
9.	9 <sup>th</sup> Year	190	740+190=930
10.	10 <sup>th</sup> Year	200	930+200=1130
11.	11 <sup>th</sup> Year	210	1130+210=1340

- i) Where building has not been completed as on date i.e. upto the date of submission of the application for 4 sets of lease deed, late construction penalty(LCP) will be charged initially upto the date of submission of the application with complete documents for the 4 sets of lease deed & further will be carried till the building is completed (i.e. upto date of completion of building). However, 4 sets will be issued/lease will be executed as per the order of EOT prevailing.
- ii) If allottee pays all kinds of dues like LCP/lease rent etc., it does not mean that allottee is entitled for getting 4 sets of lease deed and its execution.
- iii) If permissible period of 1 year for construction is not expired, allottee is/may be entitled for 4 sets and its execution irrespective of building is completed/not completed subject to completion of all other formalities.
- iv) If permissible period of 1 year for construction is expired, issuance of 4 sets of lease deed and its execution will be issued/done as per the terms & conditions of the EOT (extension of time).

17. After completion of the 5 years from the date of physical possession, ground/lease rent @ ₹ 2.5% of cost/premium of the plot, is generated on allottee's portal if allottee has submitted physical possession report from Engg. Division from where allottee can make payment through online mode or through offline mode obtaining computerized challan.

C. Instructions/directions for early delivery & to avoid further penalties:

18. Allottee(s) is/are advised to submit all the requisite documents as stated, with the application for 4 sets of lease deed so that this office may process the application without delay and deliver the 4 sets of lease deed in a schedule time of delivery i.e. 45 days.
19. Delay, in due to non-submission of stated documents with the application for 4 sets of lease deed, will be attributed towards allottee and DSIIDC will not be responsible for this delay and late construction penalty (LCP) will initially be charged upto the date of submission of towards complete documents. However, it will be extended upto the date of completion of building.
20. Demand for dues, if any, will be raised/uploaded on allottee's portal within 10 days on allottee's portal if demand is not uploaded within 10 days on allottee's portal, allottee may write DM concerned through portal or contact during public hours.
21. Now allottee needs not to come to this office, allottee can know status of application in respect of 4 sets of lease deed & execution through allottee's portal.
22. Intimation letter for collecting 4 sets of lease deed will be shown on allottee's portal from where allottee can download it.
23. If intimation/4 sets of lease deed is not received within 45 days, allottees may write to DM through the allottee's portal or contact during public hours.

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