

To
The Chief Manager(RL)
DSI IDC,
419, Udyog Sadan,
Patparganj, Delhi-110092.

Application No. _____

Mobile No. _____

Sub.: Application for issuance of 4 sets of lease deed under Relocation Scheme

Sir,

I have deposited full cost of plot and taken possession of the plot. You are requested to issue 4 sets of lease deeds on the basis of following details:

1) Other particulars are given below:

- i) **Application No.** : _____
- ii) **Plot detail** : No. _____, Pkt- _____, Sec- _____
at Bawana/Bhorgarh/Narela
Size/area _____ sq.mtrs.
- iii) **Date of issue of Allotment-cum-Demand Letter** : ____/____/____
- iv) **Date of intimation of possession letter (if issued)** : ____/____/____
- v) **Date of possession letter issued** : ____/____/____
- vi) **Date of physical possession Letter (issued by Works Div.)** : ____/____/____
- vii) **Last due date of completion of the building (i.e. one year from the date of physical possession)** : ____/____/____
- viii) **If construction is completed, Date of completion of the building (as per Form-'D'/date of energisation of electric permanent connection)** : ____/____/____

2) i) **Name of Firm with Address (as per original application)** :

ii) **Correspondence address of the Firm** :

3) i) **Constitution of the Firm (as per original application)** :

- (i) Proprietorship
(ii) Partnership
(iii) Private Limited
(iv) Limited Firm

ii) **Name of the Applicant(s)/ Proprietor/Partners/Director(s) (as per original application)** :

4) If COC occurred then:

- i) Constitution of the Firm :
ii) Name of the Applicant/
Proprietor/Partners/Directors
representing the firm :
iii) Latest Partnership Deed/Article of
Memorandum of Association (if applicable,
please enclose) : Annexure-____
iv) Latest Board Resolution,
if Pvt. Ltd./Ltd. Company (if applicable,
please enclose) : Annexure- ____

5) List of documents enclosed/to be submitted by allottee:

- (i) Copy of physical possession paper
& plot status certificate issued by
Engg. Division, DSIIDC : Annexure- ____
(ii) 4 copies of layout MAP issued by
Engg. Division, DSIIDC : Annexure- ____
(iii) 4 unattested copies of passport
Size photographs : Annexure- ____
(iv) Receipt/Challan for consolidated
amount of Rs. _____ : Receipt No. _____
deposited towards : _____
Annexure- ____
(a) Vetting charges -Rs.32/-
(b) Charges for cost of
4 sets of lease deed - Rs. 50/-
(c) Charges for lease rent - Rs. 5/- (Rs. 1/- per year for 5 five years)
(d) Staking charges - Rs. _____ @ Rs. 10/- per sq.mtr.
(v) Undertaking on letter head
for no encroachment/borewell on the
Govt. Land as per format enclosed at page 3 : Annexure-____

- Note: i) On clearance of all dues against the plot, 4 sets of LD will be issued.
ii) Consolidated amounts towards vetting charges, charges for cost of 4 sets of
lease deed, charges for lease rent & staking charges may be deposited in A/c
Branch(Cash Section), Relocation Division, DSIIDC.
iii) The date of energization of permanent electric connection is being treated as
the deemed date of construction of building for lease purpose only.

Yours faithfully,

For M/s. _____

Sign. of the Prop./Partner(s)/Director(s) (with stamp of firm)

Name

Signature

Mobile No.

1.

2.

3.

Undertaking for issuance of Lease Deed

I/We _____
Propreitor/Partner(s)/Director(s) of M/s. _____
solemnly affirm and declare that:

1. That I/we am/are allottee of Plot No. _____, Sector- _____, Pocket- _____ at _____ (**Application No.** _____).
2. That the building has been/will be constructed as per approved lay out plan. Neither any encroachment nor unauthorized construction has been/will be carried out. In case of any violation/deviation, which may be noticed at any stage, DSIIDC may take any action including cancellation of plot.
3. That during construction I/we have not damaged/will not damage drains adjacent to my/our plot. I/we will pay the penalty/damage charges which the DSIIDC may decide, if any damage is noticed by DSIIDC.
4. The I/we have neither installed bore well in the plot nor the same will be done without prior permission of the appropriate authority.

Yours faithfully,

For M/s. _____

Sign. of the Prop./Partner(s)/Director(s) (with stamp of firm)

- Name
- 1.
 - 2.
 - 3.

Signature

Mobile No.

**LIST OF DOCUMENTS REQUIRED ALONGWITH APPLICATION FOR
ISSUANCE OF 4 SETS OF LEASE DEED**

1. Copy of physical possession paper and plot status certificate issued by Engg. Division, DSIIDC.
2. 4 copies of Layout Map issued by Engg. Division, DSIIDC.
3. 4 unattested copies of passport size photographs.
4. Undertaking on letter head for no encroachment/borewell on the Govt. land.
5. Receipt/Challan for consolidated amount deposited towards:
 - a. Vetting charges - Rs. 32/-
 - b. Charges for cost of 4 sets of lease deed - Rs. 50/-
 - c. Charges for lease rent - Rs. 5/- @ Rs. 1/- for 5 years
 - d. Staking charges as per size of plot - @ Rs. 10/- per sq.mtr.
6. Penalty for late construction, if any payable.
7. Watch & Ward charges, if any payable, for taking late physical possession - @ Rs. 5/- per month per sq.mtr.