

CHANDIGARH HOUSING BOARD

8 Jan Marg, Sector 9-D, Chandigarh-160009,
Phone No.4601822

APPLICATION FOR REGISTRATION AND ALLOTMENT OF DWELLING UNITS UNDER SELF FINANCING HOUSING SCHEME-2008 ON LEASE HOLD BASIS FOR 99 YEARS FOR EMPLOYEES OF CHANDIGARH ADMINISTRATION

- Notes :**
1. Please read instructions and terms and conditions in the brochure carefully before filling this Application Form.
 2. Please(✓) in the appropriate box(es)
 3. Incomplete Applications is liable to be rejected.

The photo and signature of the employee should be attested by Head of the Deptt. or Head of office.

Affix attested & latest
passport size photograph
(Size 3.5x4.5 cms.)

For Office use only	
a) Date of Draw of lots	
b) Regn. No.	
c) Nos.& Date of Issue of ACD Letter	
d) Dwelling unit No. allotted	
e) Allotment Letter No.& Date	
f) P/Slip No. & Date	
g) Date of Physical possession	

1. Applicant's Name (In Block Letters)

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2. Father's Name (in Block Letters)

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3. Husband's/Wife's Name (in Block Letters)

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4. (a) Residential Address (In Block Letters)

(i) Correspondence address

(PIN Code)

(ii) Permanent address

5. Date of Birth of the applicant:

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DAY **MONTH** **YEAR**

6. Details of legal heirs of applicant including mother in case of male applicant. _____

7. Name of the Department of Employee: _____

8. Address of the office: _____

9. Post held by the Employee _____

10. Pay Scale: _____

11. Basic pay as on 1.1.2008: _____

12. Date of joining the service: _____

13. Date of Retirement: _____

14. Whether regular employee of Chandigarh Administration, Punjab & Haryana High Court or on deputation. _____

15. Group of the Employee:
(Tick relevant box).

Group 'A'	Group 'B'	Group 'C'	Group 'D'

16. Category of the dwelling unit and preferences of floor applied for: (Tick relevant box for category of house and indicate preference in the box below in the category chosen. Write 1 for first preference, 2 for second preference, 3 for third preference and 4 for fourth preference).

3 BR	2 BR	1 BR	1 Room
GF	GF	GF	GF
FF	FF	FF	FF
SF	SF	SF	SF
TF	TF	TF	TF

(GF: Ground Floor, FF: First Floor, SF: Second Floor, TF: Third Floor)

17. Do you claim any reservation as specified under the heading "Reservation" in para IV of the Brochure?

Yes	No

If yes, write ONLY ONE category in the specified box out of those mentioned under sub- clause (a) to (e) under the heading "RESERVATION" duly supported by a proper certificate issued by the Competent Authority.

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Applicants applying under the category of physical challenged person should indicate their willingness for the allotment of ground floor unit.

Do you want to be considered for the allotment of a ground floor unit Please tick the appropriate box.

Yes	No

(only for physically challenged persons)

18. Details of Initial Deposit/earnest money:-

Demand Draft No.	Day	Month	Year	Amount	Name of Bank

19. Three specimen signatures of the applicant.

1. _____ 2. _____ 3. _____

20. PAN Number _____

Place _____

(_____)

Date _____

(Full Signature of the Applicant)

DECLARATION

1. That I or my wife / husband or any of my minor children do not own on free hold or lease hold or on hire-purchase basis or on Agreement to Sell and GPA basis a residential plot/house in the Union Territory of Chandigarh or in either of the Urban Estates of Mohali or Panchkula.
2. That I or my wife/husband or any of my minor children have not ever been allotted a residential plot/dwelling unit in the Union Territory of Chandigarh or in any of the Urban Estates of Mohali or Panchkula through Government/Semi Government/Statutory Corporation/ Board/ Municipal Committee/Corporation/Registered Society like A.W.H.O. or a Co-operative House Building Society, in my name or in the name of my spouse or any minor child.
3. That I or my wife/husband have not transferred my/ her right/title/interest in the allotment of dwelling unit allotted by the Chandigarh Housing Board in favour of any person as per policy of the Board.
4. *That I am disabled person suffering from permanent disability to the extent of _____% of the nature of _____.
5. That I have carefully gone through and understood the terms and conditions of the scheme as laid down in the brochure of the scheme and the provisions of the Chandigarh Housing Board(Allotment, Management and Sale of Tenements) Regulations,1979, as amended, and do hereby undertake to abide by the same. I shall abide by the terms and conditions of allotment which may be altered by the Chandigarh Housing Board, Chandigarh from time to time and shall enter into such agreement with the Board and also furnish other documents required by the Board from time to time. I further undertake to accept any dwelling unit on any floor at different price which may be allotted to me by the Board.
6. That I further undertake that I shall not claim any interest on the amount of the deposit made in consideration of allotment of dwelling unit under the scheme.
7. That I again undertake that if I ask for refund of the initial deposit after 30 days of the issue of ACDL, the amount shall be refunded after forfeiting 10% of the initial deposit.

8. That if the information furnished by me in the application form or furnished later on at any stage is found to be incorrect/false, the Board shall have the right to cancel the registration / allotment and to forfeit the entire amount paid in addition to the penal consequences under the Law.
9. That the above information is true to the best of my knowledge and belief and nothing has been concealed therein.

Place _____

Date _____

(Full signatures of the applicant)

*** Delete/cross if not applicable.**

For Head of the Office/ Department

It is certified that the particulars of the applicant;

- i) Name _____
- ii) Post held _____
- iii) Group _____
- iv) Pay scale _____

as filled in the Application Form have been checked and are correct as per the record of this office. The photograph and specimen signatures of the employee as appended on the application form stand attested.

Signature of Department/Head of Office
(with office seal)

(For Office Use)

INSTRUCTIONS

1. **USE CAPITAL LETTERS ONLY.**
2. While filling columns against Sr.Nos. 1 to 3 leave one blank between first name and middle name and last name.
3. While filling column against Sr.No.5, Date, Month & Year should be filled in two boxes, e.g. 01/08/1961 should be filled as:

0	1	0	8	1	9	6	1
DAY		MONTH		YEAR			

4. The deposit is to be through a bank draft making it “ Payee’s Account only ” drawn on any scheduled bank located at Chandigarh in favour of “**Chandigarh Housing Board Chandigarh**”
5. Any application form which is not signed by the applicant shall be liable to be rejected.
6. Additions/Overwritings/Cuttings in Application Form must be initialled and dated by the applicant.
7. Please read the relevant clause(s) in the Brochure carefully before filling in the form.
8. In case of any change, intimate your latest correspondence address to the Board immediately.

LIST OF DOCUMENTS ATTACHED WITH THE APPLICATION FORM

1. Latest Passport Size Photograph (Affixed)
2. Proof in support of Reservation claimed.
3. Bank draft

CHANDIGARH HOUSING BOARD
8, JAN MARG, SECTOR 9-D,
CHANDIGARH-160009

ACKNOWLEDGEMENT

Received from Mr./Mrs./Ms. _____ S/o, W/o,
D/o _____, resident of _____
an Application for registration and allotment of dwelling units Self financing
Housing Scheme-2008 for employees of Chandigarh Administration in Sector
52 & 56, Chandigarh lease hold basis alongwith Demand Draft No.
_____ Dated _____ amounting to Rs. _____ drawn
on _____ on account of Earnest Money (Initial
Deposit). (Name of Bank)

Dated _____

Authorized Banker's
Signatures & stamp.

LIST OF BRANCHES OF AXIS BANK

I.

S.No.	Branch Name	Address
1.	Manimajra	SCO No.916, Pocket No. 6, Chandigarh Shimla Road, Manamajra
2.	Madhya Marg	SCO No.41-42, Sector 8-C, Chandigarh.
3.	Chandigarh Main	SCO 343-344, Sector 35-B, Chandigarh.
4.	Sector 17-B	LIC of India, Sector 17-B, Chandigarh.
5.	RAC	SCO 134-135, Sector 34-A, Chandigarh.
6.	Mohali	SAS Nagar, SCF No.113-114, Phase 7, Mohali.
7.	Panchkula	Opp. Bus Stand, SCO 10, Sector 10, Panchkula.

The Chandigarh State Cooperative Bank Ltd.

S.No.	Branch Name	Address
1.	Chandigarh	SCO No. 1088-89, Sector 22-B, Chandigarh.