
# INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH

**RESPECT TOJ&K HOUSING BOARD**

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**INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2005 WITH RESPECT TO J&K HOUSING BOARD**

# INTRODUCTION

**Right to Information** (**RTI**) 2005 is an act of the [Parliament of India](https://en.wikipedia.org/wiki/Parliament_of_India) which sets out the rules and procedures regarding citizens' right to information. It replaced the former [Freedom of](https://en.wikipedia.org/wiki/Freedom_of_information_act_of_2002_%28India%29) [Information](https://en.wikipedia.org/wiki/Freedom_of_information_act_of_2002_%28India%29) [Act, 2002](https://en.wikipedia.org/wiki/Freedom_of_information_act_of_2002_%28India%29). Under the provisions of RTI Act, 2005 any citizen of India may request information from a "public authority" (a body of Government or "instrumentality of State") which is required to reply expeditiously or within thirty days. In case of matter involving a petitioner's lifeand liberty, the information has to be provided within 48 hours. The Act also requires every public authority to computerize their records for wide dissemination and to proactively publish certain categories of information so that the citizens need minimum recourse to request for information formally. The RTI Bill was passed by Parliament of India on 15 June 2005 and came into force with effect from 12 October 2005.

Although Right to Information is not included as a [Fundamental Right](https://en.wikipedia.org/wiki/Fundamental_rights_in_India) in the [Constitution of](https://en.wikipedia.org/wiki/Constitution_of_India) [India](https://en.wikipedia.org/wiki/Constitution_of_India), it protects the fundamental rights to Freedom of Expression and Speech under Article 19(1)(a) and Right to Life and Personal Liberty under Article 21 guaranteed by the Constitution. The authorities under RTI Act 2005 are called public authorities. The Public Information Officer (PIO) or the First Appellate Authority in the public authorities perform quasi judicial function of deciding on the application and appeal respectively. This act was enacted in order to consolidate the fundamental right in the Indian constitution 'freedom of speech'. Since RTI is implicit in the Right to Freedom of Speech and Expression under Article 19 of the Indian Constitution, it is an implied fundamental right. The objective of this handbook is to provide information to the intended users regarding different functions being delivered by the J&K Housing Board.

Chapters-1

# Particulars of Organization, Functions and Duties.

J&K Housing Board was established in March, 1976 by virtue of Jammu & Kashmir Housing Board Act, 1976 with a view to provide **‘Affordable Shelter for All’** and to make such Schemes and to carry out works as are necessary for the purpose of satisfying the Housing needs and providing residential and office accommodation in the State. The primary objective of the Housing Board is:

* Development of Housing Colonies in Urban as well as in rural areas of the State.
* Construction of Flats under Self Financing Schemes.
* Construction of Office/Commercial Complexes.
* Execution of works pertaining to Rental Housing facilities for the Government Employees.
* Execution of Deposit works for various other Government departments.
* Any other project execution work assigned by government.

**Offices:- 1. Managing Director, A/D Block, Green Belt Park, Gandhinagar, Jammu.**

**2. Habitat Centre, Bemina Bypass, Srinagar.**

Chapters-2

# Powers and Duties of Officers of Board.

J&K Housing Board was established in March, 1976 by virtue of Jammu & Kashmir Housing Board Act, 1976. The Powers and Duties of Officers are as per the Board Act.

|  |  |
| --- | --- |
| **Managing Director** | Managing Director is Head of the Department and takes final decision on all Financial, Administrative and Technicalmatters and also exercises powers of Chief Engineer. |
| **FA/CAO – Accounts Officer** | Heads Finance Section and looks after financial matters being financial controller of the department. He is also responsible for maintenance of accounts of the department.Accounts Officer is the DDO. |
| **Secretary** | Heads the Administrative section and looks after all the matters pertaining to allotment of plots, commercial assets, flats, transfer of property, lease extension, free hold etc. He also looks after establishment and otheradministrative matters. |
| **Collector land Acquisition** | Heads the Land acquisition section and entrusted with the responsibility of acquiring land required for development of colonies and other developmental schemes. |
| **Senior Programmer** | Heads the Information Technology section and looks after the work related to Computerization and e-Governance. Also assigned the job of PIO/Nodal officer government Grievance cell. |
| **Deputy General Managers (Executive Engineers)** | Heads the Housing units/divisions and looks after execution of various developmental works/projects being executed by Housing Board. |

Chapter – 3

# Discharging Functions of Department.

## Disposal of property

Housing Board is disposing plots, flats and other commercial assets after giving wide publicity from time to time.

The mode of disposal is either

* 1. First Cum first Basis in case of number of applications are less then availability of property.
	2. Draw of lots in case of number of applications are more than availability of property.
	3. The property is also being auctioned and allotted to the highest bidder in a transparent manner.

## Extension of Lease Hold rights/ Free hold rights.

The plots , flats and other property holders of J&K Housing Board being original allottees or on the basis of any legal document, whose lease period has been expired, can apply to Housing board for extension of lease hold rights for further 20 years or free hold rights. The case shall be processed after completing all the procedures and formalities as per Uniform Policy on the Performas at Annex. A.

## Transfer of property.

The Housing Board Property is also transferred with the same procedure as per Uniform Policy.

1. Issuance of NOC/lien marking for properties under Mortgage.

Chapter - 4

A statement of Boards, Corporations and Other bodies constituted as its part.

The J&K Housing Board established by virtue of J&K Housing Board Act 1976.

**BOARD OF DIRECTORS**

|  |  |  |
| --- | --- | --- |
| *S. No.* | *Name of Member* | *Designation* |
| *1* | *Sh. Omar Abdullah*Chief Minister, J&K UT. | *Chairman* |
| *2* | *Sh. Santosh D Vaidya, IAS* Principal Secretary to GovernmentFinance Department. | *Director* |
| *3* | *Mrs. Mandeep Kaour, IAS*Commissioner/Secretary to Govt.Housing and Urban Development Department. | *Director* |
| *4* | *Sh. Mohammad Aijaz, IAS*DSecretary to Government,Planning development and Monitoring department. | *Director* |
| *5* | *Sh.Ramesh Kumar, IAS*Divisional Commissioner, Jammu. | *Director* |
| *6* | *Vijay Kumar Bidhuri, IAS* Divisional Commissioner, Kashmir | *Director* |
| *7* | *Mr Shahbaz Ahmed Mirza, JKAS*Managing Director J&K Housing Board | *Director (Member Secretary)* |
| *8* | *Sh. Jagdish Raj Hans*Chief Town Planner,Town Planning Organization Jammu. | *Director* |
| *9* | *Smt. Bilkies Jeelani*Chief Town Planner,Town Planning Organization, Kashmir | *Director* |

Chapter - 5

The names, designations and other particulars of the Public Information Officers & 1st Appellate Authority J&K Housing Board.

# Public Information Officer

Name:- Mr. Yogesh Sharma

Designation:- Sr. Programmer

Ph. No:- Office Jammu- 0191-2431044 Srinagar-0194-2490421

Fax:- Jammu- 0191-2431230

Srinagar-0194-2490731

Email:- jkhousingboard@nic.in

Address:- Jammu:- A/D Block, Green Belt Park, Gandhinagar, Jammu.

Srinagar:- Habitat Center, Bemina, Srinagar.

# 1st Appellate Authority

|  |  |  |
| --- | --- | --- |
| Name:- |  | Mr. Shabaz Ahmed Mirza, KAS |
| Designation:- |  | Managing Director |
| Ph. No:-Fax:- | Office | Jammu- 0191-2431044Srinagar-0194-2490421 Jammu- 0191-2431230 |
|  |  | Srinagar-0194-2490731 |
| Email:- |  | jkhousingboard@gmail.in |
| Address:- |  | Jammu:- A/D Block, Green Belt Park, |
|  |  | Gandhinagar, Jammu. |
|  |  | Srinagar:- Habitat Center, Bemina, Srinagar. |

Chapter - 6

**Renumerations of Officers/Officials in J&K Housing Board as per Sanctioned Posts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of the Post** | **Scale of Post** | **Grade Pay** | **Sanctioned Strength** |
| 1 | Managing Director | 37400-67000 | 8700 | 1 |
| 2 | Director Finance/ FA/CAO | 15600-39100 | 8700/7600 | 1 |
| 3 | Secretary | 15600-39100 | 6600 | 1 |
| 4 | Collector | 15600-39100 | 6600 | 2 |
| 5 | Sr..Programmer | 15600-39100 | 6600 | 1 |
| 6 | Deputy General Manager | 15600-39100 | 6600 | 5 |
| 7 | Senior Manager | 9300-34800 | 5400 | 9 |
| 8 | Sr. Manger Electric- | 9300-34800 | 5400 | 1 |
| 9 | A.O | 9300-34800 | 5400 | 1 |
| 10 | A.A.O | 9300-34800 | 4600 | 4 |
| 11 | Manager | 15600-39100 | 6600 | 1 |
| 12 | Asstt. Manager | 9300-34800 | 4200 | 18 |
| 13 | Asstt. Manager elect. | 9300-34800 | 4200 | 1 |
| 14 | SPO | 9300-34800 | 4200 | 1 |
| 15 | S.O | 9300-34800 | 4600 | 2 |
| 16 | Senior Steno | 9300-34800 | 4600 | 1 |
| 17 | Junior Steno | 9300-34800 | 4200 | 1 |
| 18 | Kilafwarzi Officer/Inspector | 9300-34800 | 4200 | 2 |
| 19 | Head draftsman | 9300-34800 | 4200 | 3 |
| 20 | Naib Tehsildar | 9300-34800 | 4200 | 2 |
| 21 | Draftsman | 5200-20200 | 2400 | 5 |
| 22 | Accountant | 9300-34800 | 4200 | 4 |
| 23 | Head Asstt. | 9300-34800 | 4200 | 4 |
| 24 | Mixor Operator | 5200-20200 | 1900 | 1 |
| 25 | Work Supervisor | 9300-34800 | 4200 | 20 |
| 26 | Accounts Assistant | 5200-20200 | 2800 | 4 |
| 27 | Patwari | 5200-20200 | 2400 | 2 |
| 28 | Carpenter | 5200-20200 | 1900 | 1 |
| 29 | Mason | 9300-34800 | 4200 | 1 |
| 30 | Electrician | 5200-20200 | 2400 | 2 |
| 31 | Driver | 5200-20200 | 2400 | 10 |
| 32 | Comp.Operator | 5200-20200 | 2800 | 3 |
| 33 | Senior Assistant | 5200-20200 | 2400 | 4 |
| 34 | Jr.Astt | 5200-20200 | 1900 | 24 |
| 35 | Tracer/Printer | 5200-20200 | 1900 | 1 |
| 36 | Plumber | 5200-20200 | 1900 | 1 |
| 37 | Jamadar | 5200-20200 | 1900 | 1 |
| 38 | Ordely/Chow./Gang Coolie | 4440-7440 | 1300 | 79 |
| 39 | Cleaner-II, | 4440-7440 | 1300 | 1 |
| 40 | Gestetner Astt. | 5200-20200 | 1900 | 1 |
| 41 | Khansama-I | 5200-20200 | 1900 | 1 |
| 42 | Khansama-II | 4440-7440 | 1300 | 1 |

### Please visit our Property Management Portal (jkhb.in) for transfer of lease/ownership, NOCs, marking of lien.

### DOCUMENTS TO BE SUBMITTED FOR TRANSFER OF LEASEHOLD RIGHTS

1. Affidavit of the Purchaser/Seller along with photograph duly attested by notary as per Performa below.
2. Photocopy of domicile Certificate.(in case of married women the domicile certificate of the husband to be enclosed).
3. Allotment Letter.
4. Physical Possession letter issued by the D.G.M. Office.
5. Power of Attorney(Court) and Agreement to Sell( Notary).
6. Indemnity Bond (duly attested by Magistrate/Registered by the Court) in case of missing allotment/possession letter.
7. Public notice with date of publication.

##### PUBLIC NOTICE

I, S/O, W/O Sh. R/O have purchased Plot No. Sector

No. in Housing Colony from Sh.

S/O,W/O R/O , originally allotted in favour of Sh. S/O, W/O Sh. R/O . The following original papers issued by the J&K Housing Board stands misplaced/not traceable: 1. 2. . I have applied for transfer of leasehold rights of above said plot in my favour. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, Gandhinagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:

S/O, W/O Sh. R/O

**Public Notice in leading News paper**

##### IDEMNITY BOND

###### Before the Managing Director, J&K Housing Board, Jammu:

Whereas, Sh. S/O, W/O Sh. R/O have purchased/sold Plot No. Sector No. measuring in Housing Colony,

ChanniHimmat, Jammu from/to Sh. S/O, W/O Sh. R/O . I/He/She have/has applied for the transfer of leasehold rights of above said plot in my/his/her name.

And whereas sale consideration of Rs. already paid to/from the vendor. I am physically in possession of the said plot which is free from all disputes and litigation etc.

Whereas, the following original papers issued by the J&K Housing Board stands misplaced and are not traceable:- 1. 2. .

And whereas except me there is no else having concern with the said plot and the principal allottee who have received the sale consideration.

By way of entering into Agreement to Sell surrender all rights of Plot in my/his/her favour and have/has no objection of the leasehold rights of the said plot in my/his/her favour and has no objection if the leasehold rights of the said plot are transferred in my/his/her name, as such, by virtue of these presents I S/O, W/O Sh. R/O physically occupied the Plot No. Sector No. do hereby undertake and keep indemnified the department against any third party liaison, dispute, litigation arises out of the said plot after the transfer fee charges thereof and in case any third party claim arise, the same shall be made good by me even from my both moveable and immoveable property.

In witness whereof I signed this Indemnity Bond at Jammu on this the day of in presence of the following witness.

Witness **Excutant.**

#### ( Attested by Judicial Magistrate)

**(From Purchaser)**

### AFFIDAVIT

Photograph

**duly pasted/attested by notary**

I, S/O, W/O Sh. R/O do hereby solemnly affirm and declare:

1. That I have purchased Plot No. Sector No. in Housing Colony,

 , Jammu from Sh. S/O, W/O Sh. R/O and my date of Birth is

1. That I have applied for transfer of leasehold rights. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.
2. That I have not executed Agreement to Sell/Power of Attorney in favour of any other individual for above said plot.
3. That the plot in question has not been mortgaged with any Bank/Financial Institution.
4. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province.
5. That my family consists of members as detailed below:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Relation |  | Name |  | Date of Birth |
| 1. | Self |  |  |  |  |
| 2. | Husband/Wife |  |  |  |  |
| 3. |  |  |  |  |  |

###### DEPONENT

I further declare today on day of that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

.

**DEPONENT**

# (Attested by Notary)

**(From Seller)**

##### AFFIDAVIT

I, S/oW/o. R/O do hereby solemnly affirm and declare:

Photograph

duly pasted/attested by Notary

1. That I have sold Plot No. Sector No. in Housing Colony,

………………………….., Jammu to Sh. S/O,

W/O Sh. R/O .

1. That Sh. has applied for transfer of leasehold rights. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.
2. That I have not executed Agreement to Sell/Power of Attorney in favour of any individual for above said plot.
3. That the plot in question has not been mortgaged with any Bank/Financial Institution.
4. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province expect for plot in question.
5. That my family consists of members as detailed below: -

S. No. Relation Name Date of Birth

1. Self
2. Husband/Wife
3. ​

###### DEPONENT

I further declare today on day of that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

.

**DEPONENT**

# (Attested by Notary)

**2. For Extension of Lease Hold Rights**

##### AFFIDAVIT

Photograph

**duly pasted/attested by Notary**

I, S/O, W/O Sh. R/O do hereby solemnly affirm and declare:

1. That I am the original allottee/transferee of Plot No. Sector No. in Housing Colony, , Jammu.
2. That I have applied for extension of leasehold rights of above said plot in my favour. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard

to the title of the said plot and I shall be liable to pay all the charges/legal charges to be borne by J&K Housing Board on account of such dispute.

1. That I have not executed Agreement to Sell/Power of Attorney in favour of any other individual for above said plot.
2. That the plot in question has not been mortgaged with any Bank/Financial Institution.
3. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province except for plot in question.
4. That there is no violation of the lease deed condition/land use.
5. That the construction has been raised on the plot after obtaining approval of the Competent Authority/JMC.
6. That my family consists of members as detailed below:-

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Relation | Name | Date of Birth |
|  |  |  -  |   |

* 1. Self
	2. Husband/Wife

DEPONENT

I further declare today on day of that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

DEPONENT

**( Attested by Notary)**

### PUBLIC NOTICE

I, S/O, W/O Sh. R/O am the original allottee/transferee of Plot

No. Sector No. in Housing Colony, ……………………….., Jammu and have applied for extension of leasehold rights of above said plot in my favour. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, Gandhi Nagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:

S/O, W/O Sh. R/O

## Public Notice in leading News paper

* 1. **Free Hold Rights**

Photograph

**duly pasted/attested by Notary**

#####  AFFIDAVIT

I, S/O, W/O Sh. R/O do hereby solemnly affirm and declare:

* + 1. That I am the original allottee/transferee of Plot No. Sector No. in Housing Colony, Jammu.
		2. That I have applied for conversion of leasehold rights to freehold rights of above said plot in my favour. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all the charges/legal charges to be borne by J&K Housing Board on account of such dispute.
		3. That I have not executed Agreement to Sell/Power of Attorney in favour of any other individual for above said plot.
		4. That the plot in question has not been mortgaged with any Bank/Financial Institution.
		5. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province except for plot in question.
		6. That there is no violation of the lease deed condition/land use.
		7. That the construction has been raised on the plot after obtaining approval of the Competent Authority/JMC.
		8. That my family consists of members as detailed below:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Relation |  | Name |  | Date of Birth |
| 1. | Self |  |  |  |  |

2. Husband/Wife

DEPONENT

I further declare today on day of that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

# ( Attested by Notary)

DEPONENT

### PUBLIC NOTICE

|  |  |  |  |
| --- | --- | --- | --- |
| I,  | S/O, | W/O | Sh.  |
| R/O |  |  | am the original allottee/transferee of Plot |

No. Sector No. in Housing Colony, ChanniHimmat, Jammu and have applied for transfer of leasehold rights to freehold rights of above said plot in my favour. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, Gandhi Nagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:

S/O, W/O Sh. R/O

## Public Notice in leading News paper

### DOCUMENTS TO BE SUBMITTED FOR TRANSFER OF LEASEHOLD RIGHTS(GIFT)

1. Affidavit of the Donner/Donee along with photograph duly attested by notary as per Performa below.
2. Photocopy of domicile Certificate.(in case of married women the domicile certificate of the husband to be enclosed).
3. Allotment Letter.
4. Physical Possession letter issued by the D.G.M. Office.
5. Indemnity Bond (duly attested by Magistrate/Registered by the Court) in case of missing allotment/possession letter.
6. Public notice with date of publication.

**(From Donner)**

### AFFIDAVIT

I, S/O, W/O Sh.

Photograph

**duly pasted/attested by notary**

 R/O do hereby solemnly affirm and declare:

1. That I intend to gift Plot No. Sector No. in Housing Colony, , Jammu to my son/daughter Smt/Sh. S/O, W/O Sh. R/O
2. That I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.
3. That I have not executed Agreement to Sell/Power of Attorney in favour of any other individual for above said plot.
4. That the plot in question has not been mortgaged with any Bank/Financial Institution.
5. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province.
6. That my family consists of members as detailed below:-

S. No. Relation Name Date of Birth

1. Self
2. Husband/Wife

###### DEPONENT

I further declare today on day of that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

.

# ( Attested by Notary)

**DEPONENT**

**(From Donee)**

##### AFFIDAVIT

I, S/O, W/O Sh.

Photograph

duly pasted/attested by Notary

R/O do hereby solemnly affirm and declare:

1. That my intend to gift Plot No. Sector No. in Housing Colony,

 Jammu in my favour.

1. That I have applied for transfer of leasehold rights. I undertake that I shall remain responsible, if

any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.

1. That I have not executed Agreement to Sell/Power of Attorney in favour of any individual for above said plot.
2. That the plot in question has not been mortgaged with any Bank/Financial Institution.
3. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province expect for plot in question.
4. That my family consists of members as detailed below:-

S. No. Relation Name Date of Birth

1. Self
2. Husband/Wife

**DEPONENT**

I further declare today on day of that the statement made above is true to the best of my knowledge and nothing therein has been concealed..

# ( Attested by Notary)

**DEPONENT**

**PUBLIC NOTICE For Gift**

That I intend to gift Plot No. Sector No. in Housing Colony, , Jammu to my son/daughter Smt/Sh. S/O, W/O Sh. R/O .The

following original papers issued by the J&K Housing Board stands misplaced/not traceable: 1.

2. . I have applied for transfer of leasehold rights of above said plot in my favour. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, Gandhinagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:

S/O, W/O Sh. R/O

## Public Notice in leading News paper

**IDEMNITY BOND**

The J&K Housing Board was allotted Plot No. Sector No. measuring in Housing Colony, , Jammu to my father/husband Sh. S/O, W/O

Sh. R/O and have applied for transfer of leasehold rights of the above said plot.

Whereas, the following original papers issued by the J&K Housing Board stands misplaced and are not traceable:- 1. 2. .

And whereas except me there is no else having concern with the said plot . I undertake that I shall intimate the Housing Board on receipt of the same.

In witness whereof I signed this Indemnity Bond at Jammu on this the day of in presence of the following witness.

Witness Executant.

# ( Attested by Judicial Magistrate)

#### DOCUMENTS TO BE SUBMITTED FOR TRANSFER OF LEASEHOLD RIGHTS(Legal heir)

1. Affidavit of the legal heir along with photograph duly attested by notary as per Performa below.
2. Photocopy of domicile Certificate.(in case of married women the domicile certificate of the husband to be enclosed).
3. Allotment Letter.
4. Physical Possession letter issued by the D.G.M. Office.
5. Decree( Court)/ will.
6. Death certificate.
7. Indemnity Bond (duly attested by Magistrate/Registered by the Court) in case of missing allotment/possession letter.
8. Public notice with date of publication.

#### PUBLIC NOTICE ( For Legal Heir )

I legal heir of the deceased Late Sh. . S/O, W/O Sh. R/o have lost the following original papersof Plot No. Sector No. in Housing Colony, , Jammu issued by the J&K Housing Board:

1. 2. and have applied for transfer of leasehold rights of above said plot in my favour. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, GandhiNagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:

S/O, W/O Sh. R/O

## Public Notice in leading News paper

**(From Legal Heir)**

##### AFFIDAVIT

I, S/O, W/O Sh.

Photograph

**duly pasted/attested by Notary**

R/O do hereby solemnly affirm and declare:

1. That I am legal heir of the deceased Late Sh. . S/O, W/O Sh. R/o
2. The J&K Housing Board was allotted Plot No. \_ Sector No. measuring in Housing Colony, , Jammu to my father/husband Sh. S/O, W/O Sh. R/O and I have applied for transfer of leasehold rights of the above said plot in my favour. And whereas except me there is no else having concern with the said plot. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.
3. That I have not executed Agreement to Sell/Power of Attorney in favour of any individual for above said plot.
4. That the plot in question has not been mortgaged with any Bank/Financial Institution.
5. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province expect for plot in question.
6. That my family consists of members as detailed below:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Relation |  | Name |  | Date of Birth |
| 1 | Self |  |  |  |  |
| 2. | Husband/Wife |  |  |  |  |

###### DEPONENT

I further declare today on day of that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

.

**DEPONENT**

# ( Attested by Notary)

**Indemnity Bond (From Legal heir)**

I legal heir of the deceased Late Sh. . S/O, W/O Sh. R/o The J&K Housing Board was allotted Plot No. Sector No. measuring in Housing Colony, , Jammu to my

father/husband and have applied for transfer of lease hold rights of the said plot in my favour

Whereas, the following original papers issued by the J&K Housing Board stands misplaced and are not traceable:-

1. 2. .

And whereas except me there is no else having concern with the said plot. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.

In witness whereof I signed this Indemnity Bond at Jammu on this the day of in presence of the following witness.

Witness Executant

# ( Attested by Judicial Magistrate)

### DOCUMENTS TO BE SUBMITTED FOR TRANSFER OF OWNERSHIP RIGHTS

1. Affidavit of the Purchaser along with photograph duly attested by Judicial Magistrate ( Court) as per Performa below.
2. Photocopy of domicile Certificate.(in case of married women the domicile certificate of the husband to be enclosed).
3. Allotment Letter.
4. Physical Possession letter issued by the D.G.M. Office.
5. Sale deeds (Registered in the Court)
6. Indemnity Bond (duly attested by Magistrate/Registered by the Court) in case of missing allotment/possession letter.
7. Public notice along with photograph with date of publication

# Affidavit for Govt. Colonies

I S/O Sh. R/O: - Jammu, do hereby solemnly affirm and declare as under:-

Photograph

**duly pasted/attested**

1. That I am permanent resident of J&K (U.T) having 1st class state subject/ Domicile certificate.
2. That the Plot No. Measuring in Housing Colony

 Jammu/ srinagar has been allotted to

Sh. vide Govt order No. Dated .

1. That the plot No. allotted is under the absolute possession of the deponent by virtue of sale deed.
2. That vide Govt. order No. 150-HUD of 2018 dated 18-04-2018, sanctioned has been accorded for transfer/delegation of powers for transfer of ownership rights in respect of Govt. colonies to J&K Housing Board.
3. That in this context I hereby undertake to the effect that in case of misrepresentation of facts or suppression/concealment of vital information or misleading the authorities, the ownership rights so transferred in my favour / beneficiary would liable to be cancelled abinitio without any prior notice by the Govt./J&K Housing Board and beneficiary shall also be liable for the criminal proceedings as well as civil liability /responsibility in that event/situation. Further, if the Govt. incurs any loss owing to the action of the deponent. I shall also be liable to indemnify/ compensate the Government appropriately.
4. That the deponent by way of this affidavit hereby under takes that I will not raise any construction over the additional land if any and abide by the norms/rules of the J&K Housing Board, if failed so that the additional land shall be vacated.
5. That I further declares that deponent has not suppressed any material facts in the declarations herein above mentioned

Deponent

Verification: -

Verified today on day of Month,year that the statements made herein above are true and genuine and nothing has been concealed therein.

Deponent

# ( Attested by Judicial Magistrate)

**Affidavit for Housing board Colonies**

I S/O Sh. ---------

- R/O Jammu,

do hereby solemnly affirm and declare as under: -

* 1. that I have purchased plot no. Sector no. in

 Housing Colony Jammu from Sh.

 R/O Jammu.

S/O:- L. Sh.

* 1. that I have applied for transfer of ownership rights of the above said plot in my favour. I undertake that I shall remain responsible, if any dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all the charges/legal charges to borne by the J&K Housing Board on account of such dispute.
	2. that I have not executed sale deed/Agreement to Sell/ Power of Attorney in favour of any other individual for above said plot.
	3. that the plot in question has not been mortgaged with any bank/ Financial Institution.
	4. that neither I nor any member of my family own possess any House/plot/flat allotted by the State Government/JKHB/JDA/Housing Corporation/Federation or any other State Govt. Agency in Jammu Province.
	5. That my family consists of members as detailed below:- S.No. Relation Name Date of Birth
		1. Self.

2 wife

Deponent

I further declare that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

Deponent

# ( Attested by Judicial Magistrate)

**PUBLIC NOTICE ( for Govt. Colonies)**

The Plot No. of size in Housing

Colony Jammu has been allotted to Sh.

 vide Govt. Order No. ...

The ownership rights of the said plot is under the process of transfer to Sh. S/O: R/O:

 , Jammu on the basis of sale deed. Any person

having any objections to this transfer shall furnish the same in writing to the office of Managing Director, J&K Housing Board, Green Belt park Gandhi Nagar Jammu within a period of 15 days from the date of publication of this notice. However, no objection will be entertained after the expiry of the above said period

## Public Notice in 2 leading News paper

Sh. S/O: - Sh. R/O: -

 **PUBLIC NOTICE ( for Housing Board Colonies)**

I S/O Sh. R/O have purchased plot noPlot No. sector no. Measuring in Channi Himmat Housing Colony Jammu from Sh. S/O R/O Jammu. I have applied for transfer of ownership rights of the above said plot in my favour. Objection, if any, may be conveyedto the Managing Director, J&K Housing Board, Green Belt park Gandhi Nagar Jammu withina period of 15 days from the date of publication of this notice. However, no objection will be entertained after the expiry of the above said period.

Sh. S/O: - Sh. R/O: -

## Public Notice in leading News paper

### DOCUMENTS TO BE SUBMITTED FOR CONVEYANCE DEED/NOC FOR TRANSFER OF LEASEHOLD RIGHTS

1. Affidavit of the Seller/purchaser along with photograph duly attested by notary as per Performa below.
2. Photocopy of domicile Certificate. (In case of married women, the domicile certificate of the husband to be enclosed).
3. Allotment Letter.
4. Physical Possession letter issued by the D.G.M. Office.
5. Previous Power of Attorney (Registered by court or Revenue deptt.)) and Agreement to Sell(Notary)/Tripartite Agreement/Transfer documents, if any.
6. Indemnity Bond (duly attested by Judicial Magistrate/Registered by the Court) in case of missing allotment/possession letter.
7. Public notice with date of publication.

**(From Seller)**

### AFFIDAVIT

I, S/O, W/O Sh.

Photograph

**duly pasted/attested by notary**

 R/O do hereby solemnly affirm and declare:

1. That I intend to sell Plot No. Sector No. in Housing Colony, , Jammu to Smt/Sh. S/O, W/O Sh. R/O .
2. That I have applied for NOC for Conveyance Deed for transfer of leasehold rights. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.
3. That I have not executed Agreement to Sell/Power of Attorney in favour of any other individual for above said plot.
4. That the plot in question has not been mortgaged with any Bank/Financial Institution.
5. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu/Kashmir Province.
6. ​
7. That my family consists of members as detailed below: -

S. No. Relation Name Date of Birth

1. Self
2. Husband/Wife

###### DEPONENT

I further declare today on day of that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

.

# (Attested by Notary)

**DEPONENT**

**(From Purchaser)**

##### AFFIDAVIT

I, S/O, W/O Sh. R/O do hereby solemnly affirm and declare:

Photograph

duly pasted/attested by Notary

1. That i intend to purchase Plot No. Sector No. in Housing Colony,

 Jammu in my favour.

1. That the Seller has applied NOC for Conveyance Deed for transfer of leasehold rights. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.
2. That I have not executed Agreement to Sell/Power of Attorney in favour of any individual for above said plot.
3. That the plot in question has not been mortgaged with any Bank/Financial Institution.
4. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu/Kashmir Province.
5. That my family consists of members as detailed below:-

S. No. Relation Name Date of Birth

* 1. Self
	2. Husband/Wife

###### DEPONENT

I further declare today on day of that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

**DEPONENT**

# (Attested by Notary)

#### PUBLIC NOTICE for NOC

That I Smt./Sh. S/O, W/O Sh. intend to Sell Plot No. Sector No. in Housing Colony, , Jammu to Smt/Sh. S/O, W/O Sh. R/O . I have applied for NOC for Conveyance Deed for transfer of lease hold rights of above said plot. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, Gandhi Nagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:

S/O, W/O Sh.

R/O

#### PUBLIC NOTICE for NOC (missing papers)

That I intend Sell Plot No. Sector No. in Housing Colony, , Jammu to

Smt/Sh. S/O, W/O Sh. R/O .The following original papers issued by the J&K Housing Board stands misplaced/not traceable: 1.

2. . I have applied for NOC for Conveyance Deed for transfer of leasehold rights of above said plot in my favour. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, Gandhinagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:

S/O, W/O Sh. R/O

**IDEMNITY BOND**

###### Before the Managing Director, J&K Housing Board, Jammu:

Whereas, I Sh. S/O, W/O Sh. R/O intent to sell Plot No. Sector No. measuring in Housing Colony, , Jammu/Kashmir to Sh. S/O, W/O Sh. R/O . I have applied for NOC for Conveyance Deed for the transfer of leasehold rights of above said plot in name of .

Whereas, the following original papers issued by the J&K Housing Board stands misplaced and are not traceable: - 1. 2. .

And whereas except me there is no else having concern with the said plot.

I S/O, W/O Sh. R/O physically occupied the Plot No. Sector No. do hereby undertake and keep indemnified the department against any third party liaison, dispute, litigation arises out of the said plot after the transfer fee charges thereof and in case any third party claim arise, the same shall be made good by me even from my both moveable and immoveable property.

In witness whereof I signed this Indemnity Bond at Jammu/Kashmir on this the day of in presence of the following witness.

Witness **Executant.**

#### (Attested by Judicial Magistrate)

1. **Documents to be submitted:-NOC for Sale and Purchase of Property having Ownership Rights.**
	1. Affidavit of the Purchaser along with photograph duly attested by Judicial Magistrate (Court) as per Performa below.
	2. Photocopy of domicile Certificate. (In case of married women, the domicile certificate of the husband to be enclosed).
	3. Allotment Letter.
	4. Physical Possession letter.
	5. Sale deeds (Registered in the Court).
	6. Class C, D Deed.
	7. Decree/will/Family settlement in case of legal heir.
	8. Indemnity Bond (duly attested by Judicial Magistrate) in case of missing allotment/possession letter.
	9. Public notice along with photograph with date of publication in 2 dailies.

## Affidavit for Govt. Colonies

I S/O Sh. R/O: - Jammu, do hereby solemnly affirm and declare as under:-

Photograph

**duly pasted/attested**

1. That I am permanent resident of J&K (U.T) having 1st class state subject/ Domicile certificate.
2. That the Plot No. Measuring in Housing Colony

 Jammu/ srinagar has been allotted to

Sh. vide Govt order No. Dated .

1. That the plot No. allotted is under the absolute possession of the deponent by virtue of sale deed.
2. That vide Govt. order No. 150-HUD of 2018 dated 18-04-2018, sanctioned has been accorded for transfer/delegation of powers for transfer of ownership rights in respect of Govt. colonies to J&K Housing Board.
3. That in this context I hereby undertake to the effect that in case of misrepresentation of facts or suppression/concealment of vital information or misleading the authorities, the ownership rights so transferred in my favour/beneficiary would liable to be cancelled abinitio without any prior notice by the Govt./J&K Housing Board and beneficiary shall also be liable for the criminal proceedings as well as civil liability /responsibility in that event/situation. Further, if the Govt. incurs any loss owing to the action of the deponent. I shall also be liable to indemnify/ compensate the Government appropriately.
4. That the deponent by way of this affidavit hereby under takes that I will not raise any construction over the additional land if any and abide by the norms/rules of the J&K Housing Board, if failed so that the additional land shall be vacated.
5. That I further declare that deponent has not suppressed any material facts in the declarations herein above mentioned

Deponent

Verification: -

Verified today on day of Month year that the statements made herein above are true and genuine and nothing has been concealed therein.

Deponent

# Attested by Judicial Magistrate)

**PUBLIC NOTICE ( for Govt. Colonies)**

The Plot No. of size in Housing

PHOTO

Colony Jammu has been allotted to Sh.

 vide Govt. Order No. ...

The ownership rights of the said plot is under the process of transfer to Sh. S/O: R/O:

 , Jammu on the basis of sale deed. Any person

having any objections to this transfer shall furnish the same in writing to the office of Managing Director, J&K Housing Board, Green Belt Park Gandhi Nagar Jammu within a period of 15 days from the date of publication of this notice. However, no objection will be entertained after the expiry of the above said period.

## Public Notice in leading News paper

Sh. S/O: - Sh. R/O: -