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**For OFFICE USE ONLY**

**GUIDELINES FOR  
TRANSFER OF REGISTRATION  
WITHIN FAMILY MEMBERS**

**HOUSING DEPARTMENT**

**DELHI DEVELOPMENT AUTHORITY**

TRANSFER OF REGISTRATION WITHIN FAMILY MEMBERS

Following documents are required to be submitted  
(formats given inside) :-

- a. Affidavit on Rs. 10/- non-judicial stamp paper from both transferer & transferee duly attested
- b. Indemnity bond on Rs. 100/- non-judicial stamp paper from both transferer & transferee duly regd. *attested*
- c. Registration Certificate in original;
- d. Fixed Deposit Receipt in original;
- e. Documentary evidence of relationship i.e. attested photo copy of,
  - a. Ration Card *and or Election Card*
  - b. School leaving certificate or
  - c. Passport etc.
- f. Photograph and three specimen Signatures of both transferer and transferee duly attested. *From a Graduate officer 1st class Meghalaya.*

OFFICE USE ONLY

AFFIDAVIT (FROM TRANSFERER)

I.....Son/Wife/Daughter of Sh.....  
aged.....r/o.....  
do hereby solemnly affirm and declare as under :—

1. That I am a registered intending purchaser for a flat under Janta/Low/Middle Income Group/SFS of the Delhi Development Authority vide Registration No.....Deposit Receipt No.....dated.....
2. That I intend to transfer the said Registration in the name of Shri/Smt.....S/D/W/O Sh.....r/o.....who is my.....and is related to me by blood and also falls under the Janta/Low/Middle Income Group/S.F.S.
3. That neither I nor my wife/husband or dependent children or unmarried children own a residential plot/house/flat in the Union Territory of Delhi.
4. That neither I nor my wife/husband or dependent children or unmarried children is the member of any house bldg. co-operative society and have not been allotted/being allotted any plot/ flat, nor registered in any other scheme of DDA for allotment of flat or plot.
5. That after transfer of this registration I, my wife/husband/dependent relation and minor children will not acquire any plot or flat from DDA or any other land owning Agency for a period of ten years.

DEPONENT

VERIFICATION

Verified at New Delhi/Delhi on this.....day  
of.....19.....that the contents of paras 1 to 5 of the above  
affidavit are correct and believed by me to be true and nothing mate-  
rial has been concealed therefrom.

DEPONENT

At (C-21) 11  
21

AFFIDAVIT (FROM TRANSFEREE)

I .....S/W/D/O Sh.....  
aged.....r/o.....  
do hereby solemnly declare and affirm as under :—

1. That Shri.....S/D/W/O Sh.....  
aged.....r/o.....is my.....  
(indicate relationship) and related to me by blood.
2. That Shri.....is registered intending  
purchaser of a flat under Janta/LIG/MIG/SFS Scheme of the DDA  
vide Registration No.....Deposit receipt No.....  
Dt.....
3. That abovesaid Shri/Smt.....wants to transfer  
the said Registration in my name. I come within the Janta/LIG/MIG/  
SFS category.
4. That I have No objection if the said Registration is trans-  
ferred in my name. I will abide by the terms and conditions which  
were applicable to the said Shri.....transferer.
5. That neither I nor my wife/husband or dependent children or  
unmarried children own any residential plot/house/flat in the Union  
Territory of Delhi.
6. That I have been residing in Delhi for the last.....years.
7. That in the past I have not transferred any plot/flat or mem-  
bership of HB Co-op. society to any of my family members in Delhi.

DEPONENT

VERIFICATION

Verified at New Delhi/Delhi on this.....day of.....  
19.....that the contents of para 1 to 7 of above affidavit are  
correct and believed by me to be true and nothing material has been  
concealed therefrom.

DEPONENT

A.D. (Covers H  
S  
(3)

INDEMNITY BOND FROM (TRANSFERER)

This Indemnity Bond is made on this.....day of.....19...  
by Shri/Smt.....S/o W/o.....  
.....R/o.....

("hereinafter called" the Transferer) in favour of the Delhi Development Authority through its Vice-Chairman, (hereinafter called" the owner-Authority). The expression "the transferer" shall unless the context requires a different or another meaning include his successors administrators, legal heirs representatives, executors and assigns. The expression "the owner Authority" shall unless the context requires a different or another meaning include its successors and assigns.

WHEREAS Shri/Smt.....  
S/D/W/o.....  
R/o.....  
is a registered intending purchaser of a flat under the Janta/LIG/MIG/SFS Scheme of the Delhi Development Authority vide Registration No.....Deposit Receipt No.....  
Dt.....for Rs.....

AND WHEREAS Sh.....the transferer wishes to transfer the said registration in favour of his/her.....  
.....Sh.....S/o.....R/o.....  
(hereinafter called the transferee) and the transferee has agreed to get the said registration is transferred in his/her favour.

AND WHEREAS the transferer has requested the owner - Authority to transfer the said registration in the name of the transferee and the owner-Authority has agreed to do so on the faith and representation of the transferer and the transferee subject to the condition that the transferer executes an Indemnity Bond indemnifying the owner-Authority against any loss or damage that it may sustain on account of the transfer of the said registration or amount lying at the credit of the transferer to the transferee. The executant also undertakes that after transfer of this registration he will not purchase any plot or flat for the next ten years from DDA or any Govt. land owing deptt.

Now, therefore, in consideration of the aforesaid agreement the transferer hereby indemnifies and shall always keep the owner

( 4 )

*A. N. (Sunder) / 1*

Authority indemnified against any loss or damages that may be taken out against it on account of transfer of the said registration and the amount lying as deposit at the credit of the transferer with the owner-Authority in favour of the transferee.

In witness whereof the transferer has signed this deed on the day, month and the year mentioned first hereinabove.

WITNESS:

- 1.
- 2.

TRANSFERER

*AD (6-2-11)*  
*2*

INDEMNITY BOND FROM (TRANSFEREE)

This Indemnity Bond is made on this.....day of.....  
19.....by Sh./Smt.....  
S/o W/o.....  
(hereinafter called "the transferee") in favour of the Delhi Development Authority through its Vice-Chairman (hereinafter called "the owner-Authority"). The expression "the transferee" shall unless the context requires a different or another meaning, include his successors, Administrators, legal heirs representative, executors and assigns. The expression "the owner Authority" shall unless the context requires a different or another meaning include its successors and assigns.

WHEREAS Sh./Smt.....  
S/o W/o Shri.....  
is a registered intending purchaser of a flat under the Janta/LIG/MIG/SFS Scheme of Delhi Development Authority vide Regn. No.....Deposit Receipt No.....dated.....  
for Rs.....(hereinafter called the transferer).

AND WHEREAS the transferer wishes to transfer the said registration in favour of the transferee and the transferee has agreed to get the said registration transferred in his/her favour.

And whereas the transferee has requested the owner Authority to transfer the said registration in the name of the transferee and the owner-Authority has agreed to do so on the faith and representation of the transferer and the transferee subject to the condition that the transferee executes an Indemnity Bond indemnifying the owner-Authority against any loss or damage that it may sustain on account of the transfer of the said registration and amount lying at the credit of the transferer to the transferee. The executant further declare the in the past he has not transferred any plot/flat or house membership of his HB Co-op. Society, to any of his family members in Delhi

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AD (G-20) H  
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Now, therefore, in consideration of the aforesaid agreement the transferee hereby indemnifies and shall always keep the owner Authority Indemnified against any loss or damage that may be taken out against it on account of transfer of the said registration and the amount lying as deposit at the credit of the transferer with the owner-Authority in favour of the transferee.

In witness whereof the transferee has signed this deed on the day, month and the year mentioned first hereinabove.

WITNESS :

- 1.
- 2.

TRANSFEEEE

A.D (6-27) 17  
2

FOR OFFICE USE ONLY



**For OFFICE USE ONLY**  
**SHELTER FOR MORE THAN ONE**  
**MILLION FAMILIES**

DDA is engaged in untiring effort of building and planning the Capital of India. Slowly and steadily, the activities of DDA have diversified. DDA is now fully engaged in providing housing, commercial and recreational facilities, apart from undertaking enormous development and horticulture works.

In the last 27 years, beginning 1968, DDA has provided shelter to more than a million families by constructing flats, allotting plots to individuals and Co-operative Societies and by providing dwelling units in JJ Resettlement Colonies;

|   |           |
|---|-----------|
| Dwelling units on DDA Plots by Private individuals  | 2.50 lakh |
| Dwelling units in JJ Resettlement Colonies  | 2.40 lakh |
| Flats constructed by DDA  | 2.44 lakh |
| Dwelling Units Constructed on plots allotted to Co-operative Societies & Co-operative Group Housing Societies | 1.90 lakh |
| Dwelling Units through Rohini Residential Scheme  | 0.85 lakh |



**DELHI DEVELOPMENT AUTHORITY**