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For OFFICE USE ONLY

GUIDELINES FOR

DOCUMENTS REQUIRED FOR THE LOSS OF
VARIOUS DOCUMENTS

HOUSING DEPARTMENT

DELHI DEVELOPMENT AUTHORITY

DOCUMENTS REQUIRED FOR THE LOSS OF
VARIOUS DOCUMENTS

1. For the Loss of Regn. Certificate / 4th copy of 12/11/14
 - a) Affidavit.
2. For the Loss of F.D.R.
 - a) I Bond
 - b) Affidavit
3. For the Loss of Regn. Record
 - a) I Bond.

Affidavit should be executed on Rs. 10/- non-Judicial stamp paper duly attested by the Notary Public or 1st Class Magistrate.

I Bond should be executed on Rs. 100/- non-Judicial stamp paper duly Regd. with the sub-registrar. attested

~~1. Affidavit~~

4. FIR in original
5. Photograph & 3 specimen signature duly attested by a Gazetted officer. Dist. class Magistrate.

(1)

A.D. (Gen) H
2

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AFFIDAVIT
(FOR LOSS OF REGN. CARD)

I,.....S/o, W/o, D/o.....
Resident of.....do hereby
solemnly affirm and declare as under :

1. That I am registered with the Delhi Development Authority for allotment of a flat under.....category vide Registration Certificate No.....dated.....
2. That my above Registration Certificate, issued by the Delhi Development Authority has been lost or misplaced and is not traceable inspite of my best efforts.
3. That I undertake to deliver the original registration card to the Delhi Development Authority if found subsequently and shall not make any further claim on this account. I also undertake not to misuse the same.

DEPONENT

VERIFICATION :

Verified at New Delhi on this.....day
of.....that the contents of the above affidavit are
true and correct to the best of my knowledge and belief and nothing
has been concealed therefrom.

DEPONENT

*AD (Case) H
2*

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INDEMNITY BOND (For Loss of F.D.R.)

THIS INDEMNITY is made on this
by Sh.....S/o Sh.....aged.....
R/o.....
hereinafter called 'the depositor' of the one part and the Delhi
Development Authority a body corporate under the Delhi Development
Act, 1957 (Act, 60 of 1957) (hereinafter called the Authority')

WHEREAS the depositor had deposited with the Authority a
sum of Rs.....bearing interest at the rate of 7%
per annum vide F.D.R. No.....dt.....under the scheme
of registration of intending Purchaser of flat/House.

AND WHEREAS the said depositor had misplaced the said
receipt and requested for issue of duplicate F.D.R.

AND WHEREAS the authority had agreed to issue duplicate to
the depositor on the condition that the depositor indemnifies the
authority against any claim, loss or damage that the authority may
any way suffer by reason of the issue of duplicate thereof.

NOW THIS DEED WITNESSES that the consideration of the
aforesaid agreement the depositor hereby undertakes to indemnify
authority at any time hereafter against any claim and all actions,
losses, costs, charge, expenses, demands etc. whatsoever which
the authority may suffer by reason of issue of duplicate FDR. The
depositor further undertakes to deliver to the authority the original
deposit receipt for cancellation if found afterwards.

The expression, the depositor and "and authority" hereinbefore
used shall where the context, so admits, including the case of the
authority, its successors, and assigns in the case of the depositor,
his heirs, executors, administrators or legal representatives.

EXECUTANT

WITNESSES :

1.

2.

(3)

DD (C-2) H
D

A F F I D A V I T (FOR LOSS OF FDR)

I _____ W/o, S/o, D/o _____

R/o _____

do hereby solemnly affirm and declare as under :

That I had got my name registered with the DDA under _____
Scheme.

2. That I was issued fixed deposit receipt no. _____
for Rs. _____ by the DDA on _____

3. That the said receipt has been mis-placed/lost by me and the same is not traceable.

4. That I am the bonafied registrant under the above said scheme.

5. That I have not mortgaged/handed over/parted with the said FDR in any way to any person.

6. That I will return the said FDR to DDA as and when found by me and I will not misuse the same in any way.

DEPONENT

VERIFICATION :- Verified at _____ on this
day of _____ 199---That the contents of the
above affidavit are correct and true and nothing has been concealed
therefrom.

DEPONENT

A. J. (G. S.) H
Q

INDEMNITY BOND
(for loss of Regn Record)

This Indemnity bond is made at Delhi/New Delhi on this-----
day of ----- 19----- by-----
s/o----- R/o-----

(hereinafter called the depositor/ allocatee/allottee) which expression shall unless the context requires a different or another meaning shall the mean & include his legal heirs, successors, administrators, representatives, executors and assignees etc. in favour of the Delhi Development Authority, Vikas Sadan, New Delhi. (hereinafter called the Authority), which expression unless the context requires a different or another meaning, including its successors and assignees.

Whereas the Depositor/allocatee/allottee Sh-----
S/o----- R/o-----
has applied to the Authority vide application from number-----
Dt-----under the----- (th) Self finance
Scheme-----for allotment of the flat and had
deposited a sum of Rs.-----bearing interest
at the rate of-----% per annum vide challan No.-
-----and F.D.R. Number-----dt-----.

And whereas the original application form No.-----
dt.-----and copy of F.D.R. bearing number-----dt.-----
and other documents submitted by the Depositor/allocatee/allottee
are not available/misplaced in the office of the Delhi Development
Authority, New Delhi.

And whereas on the request of the depositor/allocatee/
allottee the Authority has agreed to regularise the allocation/
allotment of flat in the name of the depositor/allocatee/allottee in
the absence of original application form and copy of F.D.R. on
furnishing of an Indemnity Bond indemnifying the Authority against
any loss, claim or damages that the Authority may sustain or any
action that may be brought against it on account of regularisation of
allocation/allotment of the flat in the name of the depositor/allocatee/
allottee in the absence of above said original form and copy of F.D.R.

And whereas in case there shall herein after be any claim,
litigation or proceedings etc. by any other person in respect of the
aforesaid registration and deposit against the Authority, the

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(5)
AD (Case) R

Depositor/allocatee/allottee hereby undertake to indemnify the Authority for any loss, penalty damages, claim or action taken against the Authority arising out on account of regularisation aforesaid registration/allotment.

Now, therefore, in consideration of the aforesaid agreement Sh. _____ S/o _____
R/o _____ the Depositor/allocatee/ allottee and his successors, legal heirs, executors, administrators, representatives and assigns etc. Jointly and severally undertake to keep the Delhi Development Authority harmless and indemnified against all losses or damages whatsoever that may be sustained by or any claim, litigation proceedings, etc. that may be taken out of it against the Authority or in respect thereof whatsoever arising out of or in connection with the allocation/allotment of flat in the name of the depositor/allocatee/allottee in the absence of the original application form and copy of F.D.R.

In witness, whereof Sh. _____
S/o _____ R/o _____ the depositor/allocatee/
allottee has signed and delivered this Bond on the date, month and year referred above.

EXECUTOR

WITNESSES :

- 1.
- 2.

A.D. (C.S.D) 17
R

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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