

ALLOTMENT PROCEDURES

Nature of work

- **Our commitment Catering to fulfil the housing needs of various section such as Economical Weaker section, Lower Income Group, Middle Income Group and Higher Income Group of the people of TamilNadu and to assist in decongesting and regulating the growth of major cities of the state by Developing house sites (plots), Individual Houses and Flats.**

CITY DIVISIONS

(There are 12 Divisions in Chennai City are dealt with allotment matters)

- **Anna Nagar Division**
- **Besant Nagar Division**
- **Fore shore Estate Division**
- **J.J.Nagar Division**
- **K.K Nagar Division**
- **Nandanam Division.**
- **Special Project I Division**
- **Special Project II Division**
- **Vellore Housing Unit**
- **Villupuram Housing Unit**
- **Wood Working Unit Division**
- **South Asian Federation Games Village Division**

MOFUSSIL UNITS:

(There are 12 Divisions in Chennai City are dealt with allotment matters)

- **CIT Nagar Re-Development Works Division**
- **Coimbatore Housing Unit**
- **Erode Housing Unit**
- **Hosur Housing Unit**
- **Madurai Housing Unit**
- **Ramanathapuram Housing Unit**
- **Salem Housing Unit**
- **Special Projects Division III at Coimbatore**
- **Trichy Housing Unit**
- **Thanjavur Housing Unit**
- **Tirunelveli Housing Unit**
- **Thirumazhisai Satellite Town Division**
- **Uchapatti – Thoppur Satellite Town Division**

ALLOTMENT PROCEDURES:

- There are two categories of units in which the allotment are being made in TAMIL NADU HOUSING BOARD Schemes such as 'RESIDENTIAL UNITS' and 'COMMERCIAL UNITS'

RESIDENTIAL UNITS

- Developed Plots
- Individual Houses
- Flats
- MSB

COMMERCIAL UNITS

- Commercial Plot/Shop/Shop site
- Public purpose site
- School site
- Religious purpose site
- Institutional site

MODE OF ALLOTMENT

- **Hire Purchase Basis**
- **Outright Purchase Basis**
- **Self Finance Basis**

METHOD OF ALLOTMENT

- **The Tamil Nadu Housing Board is allotting residential units by inviting applications from the General public through wide advertisement in leading dailies by observing category wise reservation and by conducting a lot by the Allotment Committee.**

ALLOTMENT COMMITTEE

As per the Govt order, the allotment will be made by the allotment committee constituted by members of TNHB , District Revenue Authorities and the **Government**

ALLOTMENT COMMITTEE – CHENNAI CITY

1	Managing Director (or) his Nominee(viz.,) Secretary and Personnel Officer, TNHB (or) any other Officer of TNHB.	CHAIRMAN
2	Joint Secretary/Deputy Secretary (Housing) or his nominee in the rank of Under Secretary to Government	MEMBER
3	Superintending Engineer of the concerned Circle in the city	MEMBER
4	Executive Engineer and Administrative Officer concerned	CONVENER

ALLOTMENT COMMITTEE – MOFUSSIL AREA

1	Superintending Engineer, TNHB of the concerned circle	CHAIRMAN
2	Nominee of the district collector concerned in the rank of deputy collector	MEMBER
3	Executive Engineer and Administrative Officer concerned.	CONVENER

The selection of successful applicants through lot system or any other system ,will be made based on the reservation roaster as directed by Government Order as below

CATEGORY WISE RESERVATION

Scheduled Caste including AdiDravidas	18 %
Scheduled Tribes	1%
State Government Servants	18%
Central Government Servants, Employees of Tamil Nadu Electricity Board and local bodies	8%
Defence service personnel including Ex-serviceman and widows of Defence personnel, Territory Army personnel, the member of General Reserve Engineer Force and I.N.A personnel and Coast Guard personnel (out of this 1% is reserved for allotment to Ex-Servicemen belonging to Tamil Nadu who are recipients of the Gallantry awards such as Vir Chakras, Param Vir Chakra and Maha Vir Chakras	7%
Dhobies & Barbers	4%
Working Journalists	3%
Language Crusaders and participants in State Boarder Agitations (with the qualifications that in respect of persons who come under the category of Tamil Scholars under the “Tamil Nadu Payment of Pension to Tamil Scholars and Miscellaneous Provisions Act 1983”, alone	1%

Employees of Tamil Nadu Housing Board

2%

General public

38%

Contd..

- **As per the orders of the Government to reserve 3% for differently abled persons on priority basis in all categories for the allotment made by the Tamil Nadu Housing Board Plots/Flats/Houses henceforth in view of the year 2011 being the Golden Jubilee year of Tamil Nadu Housing Board.**
- **To provide 2% reservation in allotment to Judicial Officers, those who are serving in the state of Tamil Nadu within the reservation of 18% made for State Government Servants.**

LOT PROCEDURE:

- **During the lot, two drums are kept and in one drum the token number mentioning serial number are put and in another drum the numbers of units to be allotted are put.**

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- **The public who are present for lot are invited to take one token from one drum for serial number and one token from another drum for house/flat/plot number.**
- **30% are also taken from each category as waiting list**

PREPARATION OF MINUTES:

- **After selecting the applications during the “LOT” for all the units to be allotted, the selected list is circulated among the members of the Allotment Committee for approval. After approval, the allotment order will be issued.**

MODE OF ALLOTMENT

A) HIRE PURCHASE SCHEME

- **Initial Deposit should be paid within 21 days from the date of receipt of the allotment orders .**
- **The Initial deposit should be fixed as 40% for HIG, 25% for MIG and 15% for LIG of the selling cost based on the request.**
- **The Monthly Instalment commences from the date of ready for occupation of the scheme.**
- **The repayment is scheduled between 8 to 15 years. The rate of interest varies from 12% to 18%.**

Contd..

- **The maintenance is being carried out from the amount collected from the allottees for maintenance.**
- **The Regular maintenance is carried out not exceeding the amount collected from the allottees. This service will be done, till allottees association is formed and maintenance taken over by them.**

B) OUTRIGHT PURCHASE BASIS

- **SC/ST including Adi Dravidars, Dhobis/Barbers, working Journalists are not eligible to apply under this system.**
- **If 'A' and 'B' certificates are issued to the selected applicants, it should be clearly indicated in the 'A' and 'B' certificates and in the covering letter itself, that the certificates are valid only up to the period of two months from the date of allotment and after that period the certificates is not valid since, there is no provision to grant further time for payment of full cost.**

Contd..

- **Outright purchase allottees shall be given one month time to pay the entire cost.**
- **State Government servant applying for HBA to pay full cost should not apply under outright purchase basis.**
- **Others are eligible to apply under outright purchase provided they are prepared to pay the cost in full within 30 days plus a grace period of another 30 days.**

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C) SELF FINANCE SCHEME

- **A Self Finance scheme is a scheme in which the Board receives the cost of the building in advance from the prospective allottees in stage by stage and the entire cost of the building is realised from the allottees before the completion of the building and handing over the building to the allottees.**
- **Selected applicants should pay the 10% of cost of allotted unit after deducting of application money within 21 days from the date of receipt of the allotment order.**
- **Balance 90% payment to be remitted within the project period;**
- **Project period varies from 12 months for individual houses, 18 months for stilt + 4 floors and 24 months for Multi-storied flats;**

Contd..

- **If applications received are more than the number of units proposed, allotment will be made by drawl of lot.**
- **Unsuccessful applicants can get their Initial Deposit fully.**
- **If selected applicant withdrawn their allotment, 0.5% of the total amount paid (or) Rs.10,000/- whichever is higher will be forfeited and the balance amount will be refunded to the allottees immediately.**

COMMERCIAL UNITS

Procedure for allotment of Commercial sites

- **The commercial sites are allotted by sealed tender-cum-open auction basis.**
- **Notice of tender-cum-auction should be published in the newspapers in Tamil and English dailies well in advance.**
- **In respect of receipt of the tenders, the procedure followed for receipt of works tenders should be followed.**
- **The highest rate quoted in the sealed tender should be announced to bidders and this amount or the upset price, whichever is higher should be taken as upset amount of the auction.**
- **The successful bidder should deposit 25% of the bid price (adjusting 15% of EMD) within the next day of auction. Regarding the balance 75% amount, 50% amount within 6 weeks from the date of confirmation and the balance 25% within 12 weeks from the date of confirmation.**

REVOCATION COMMITTEE

- **Executive Engineer and Administrative Officers/Manager, Marketing and Service are authorised to revoke the cancellation made by them for non-payment of Monthly Instalment arrears in cases where the allottees come forward with a request within one month from the date of receipt of cancellation orders to restore the allotments subject to collection of revocation charges and entire dues in one lumpsum. Beyond that period, the Revocation will be considered by placing before the Revocation Committee. The Revocation Committee is constituted for two different schemes. viz., Sites and Services scheme and Board's Regular scheme. The members of the Committee are as follows:**

SITES AND SERVICES SCHEME

1	Managing Director/TNHB	Chairman
2	Secretary and Personnel Officer/TNHB	Member
3	Financial Advisor/TNHB	Member
4	Chief Engineer/TNHB	Convenor
5	Representative from DTCP	Member
6	Representative from CMDA	Member

NAME TRANSFER

- **Name Transfer between the direct blood relations will be allowed as indicated below:**
 - **Father**
 - **Mother**
 - **Husband**
 - **Wife**
 - **Son**
 - **Daughter**
- **In the event of death of allottee, the transfer can be effected in favour of one of the surviving legal heirs with the consent of other Legal heirs. Also, in exceptional cases where married sons/daughters are no more, transfer can be made in favour of the eligible grand children after due verification.**

CHANGE OF ALLOTMENT

- **The Managing Director is authority competent to permit change of plot on genuine request made by the allottee. The superintending Engineering concerned is permitted to give change of flat/house if the request made by the allottee.**

ISSUE OF SALE DEED

- **The allottees are required to satisfy the following conditions for getting absolute sale deed:**
 - 1. Full final cost should have been paid**
 - 2. Scrutiny fee should be paid**
 - 3. In case of A&B Certificates availed allotments, No Objection Certificate (NOC) should be obtained from the concerned Bank or Other Financial Institutions or Government from where the allottees have obtained loan.**