

Department of Housing

Notification

2/58/2015-HSG

Whereas certain draft rules which the Government of Goa proposes to make were published in the Official Gazette, Series I No.52, dated 26/03/2016, as required by sub section (1) of section 128 of the Goa Housing Board Act, 1968 (Act No.12 of 1968) (hereinafter referred to as the “said Act”), under Notification No. 2/58/2015/HSG dated 14/03/2016 inviting objections and suggestions from all persons likely to be affected thereby, before the expiry of 15 days from the date of publication of the said Notification in the Official Gazette;

And whereas, the said Official Gazette was made available to the public on 26th March, 2016;

And whereas, the objections and suggestions received from the public on the said draft rules within the said period of 15 days have been considered by the Government;

Now, therefore, in exercise of the powers conferred by sub-sections (1) and (2) of section 128 read with section 58 of the Goa Housing Board Act, 1968 (Act No.12 of 1968), and all other powers enabling it in this behalf, the Government of Goa hereby makes the following rules, namely:-

1. Short title, application and commencement.— (1) These rules may be called the Goa Housing Board (Registration, Allotment and Sale of Plots) Rules, 2016.

(2) They shall apply to the plots developed by Board for residential/institutional/commercial purpose or for any other purpose.

(3) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions.— In these rules, unless the context otherwise requires,—

(a) “Act” means the Goa Housing Board Act, 1968 (Act No.12 of 1968);

(b) “administrative charges” means any such charges fixed and collected by the Board for specific purpose;

(c) “allotment committee” means allotment committee as specified in rule 11;

(d) “allottee” means a person or an institution to whom a plot has been allotted;

(e) “applicant” means a person who applies in Form II, Form III or Form IV, as the case may be, online and/or in such other manner as specified by the Board for the allotment of plot;

(f) “auction” means a public sale of a plot other than an institutional plot in which eligible applicants bid against each other until the highest consideration is reached;

(g) “Board” means the Goa Housing Board established under section 3 of the Act;

(h) “commercial plot” means a plot developed for commercial purpose;

(i) “commercial purpose” means utility of an immovable property for any fare, fee, rate, charge, or directly or indirectly in connection with any business, or other undertaking intended for profit, except the activities which are health hazardous in nature;

(j) “consideration” means the sale price of a plot fixed by the Board from time to time;

(k) “Conveyance Deed” means deed of sale executed between the Board and the allottee by which title of the plot is transferred to the allottee on such terms and conditions as specified by the Board;

(l) “e-application Form” means a computer programme version of a paper Application Form II or Form III or Form IV filled electronically and submitted online;

(m) “ex-servicemen” means the person who is registered as such and issued with an Ex-serviceman Identity card by the Department of Sainik Welfare, Government of Goa;

(n) “family” means the spouse and dependent children of the applicant;

(o) “family income” means the total annual income of the applicant and his family derived from all sources during the preceding financial year on the date of application;

(p) “family income level group” means group of the population classified according to their level of family income such as Economically Weaker Sections, Low Income Group, Middle Income Group and Higher Income Group by the Board;

(q) “Form” means a form appended to these rules;

(r) “Freedom Fighter” means a person who has been registered as such by the Home Department, Government of Goa;

(s) “Government” means the Government of Goa;

(t) “Income Certificate” means certificate of income issued by the Competent Authority;

(u) “initial deposit” means a deposit of an amount specified by the Board;

(v) “institution” means a body established and registered under the Societies Registration Act, 1860 (Act 21 of 1860) or the Indian Trust Act, 1882 (Act 2 of 1882) or the Indian Partnership Act, 1932 (Act 9 of 1932) or the Goa Co-operative Societies Act, 2001 (Act 36 of 2001) or the Companies Act, 2013 (Act 18 of 2013);

(w) “institutional plot” means a plot to be allotted to the Government or an Institution for using the same for the purpose of an auditorium or complex for cultural and allied activities or for hospice, persons suffering from physical or mental illness, handicap, diseased or infirm, orphans, abandoned women, children and infants, convalescents, destitute or aged persons, penal or correctional detention with restricted liberty of the inmates ordinarily providing sleeping

accommodation and includes dharamshalas, hospitals, sanatoria, custodial and penal institutions such as jails, prisons, mental hospitals, houses of correction, detention and reformatories, school, etc.;

(x) “lot” means an activity by which numbers are drawn with the help of a machine or an electronic method or any other method to determine the winning number;

(y) “Other Backward Classes” are those communities, excluding creamy layer, which have been so notified by the Government from time to time and as certified by the Competent Authority;

(z) “Para-Military Forces” means a person who is serving or has served in the Border Security Force (BSF), Central Reserve Police Force (CRPF), Central Industrial Security Force (CISF), Indo Tibetan Border Police (ITBP), Assam Rifles, etc. and includes widow of those personnel who have killed in action, on production of a certificate from Defence or similar authorities, as the case may be;

(aa) “Payment Gateway” means an internet transaction facility that allows the Board to accept credit/debit card or any other electronic mode of payment of the applicant;

(ab) “Person with disability” means a person suffering from not less than forty percent of any of the following disabilities as certified by Goa Medical College:-

(i) blindness or low vision;

(ii) hearing impairment;

(iii) locomotor disability or cerebral palsy including all cases of orthopaedically handicapped persons;

(ac) “penalty” means a fine imposed by the Board upon the allottee for violating any law, rule or terms and conditions of allotment;

(ad) “plot” means an earmarked developed measured area of land on as is where is basis having specified dimensions and boundaries for the purpose of constructing a single family residential dwelling house/bungalow or an institutional unit/project/or a commercial unit/project;

(ae) “residential plot” means the plot allotted to an individual solely for construction of a single family residential house/bungalow;

(af) “Sale” means sale of a plot on outright or any such manner as specified by the Board;

(ag) “Scheduled Castes” are those classes which have been notified as such under the Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968; and as certified by the Competent Authority;

(ah) “Scheduled Tribes” are those classes which have been notified as such under the Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968; and as certified by the Competent Authority;

(ai) “Scheme” means housing or improvement or building scheme including Land development Scheme formulated and executed by the Board with prior approval of the Government, specifying the location, area, number of plots, etc., from time to time, consistent with the provisions of the Act and these rules;

3. Disposal of plot.— (1) The disposal of plots shall be on outright sale (either by open auction or a lot) or by any such manner as specified by the Board from time to time; with prior approval of the Government:

Provided that the Board shall reserve not less than 25% of plots which are for residential purpose, for sale by auction:

Provided further that the Government may direct the Board to allot an institutional plot to any eligible applicant or to itself, for any public purpose.

4. Fixation of plot price.— The Board shall fix the consideration of a plot including the minimum price per sq. mt. for auction category, from time to time. Such consideration shall be final and binding on the allottee.

5. Funding of scheme.— The Board may, from time to time, determine source of funds for implementation of the scheme, depending upon the cost of the scheme. This may be generated by way of sale of plots or by obtaining housing loan from Housing and Urban Development Corporation of India (HUDCO)/Government Enterprises/Banks or any other financial institutions, as the case may be.

6. Conditions of eligibility.—

(A) Residential Plot.— (1) The applicant applying for a plot for residential purpose must have been born in the State of Goa and shall be a resident of the State of Goa for the last fifteen years and one of his/her parents should be born in the State of Goa.

(2) The applicant and his/her family should not own a tenement or a plot or shop or office of the Board anywhere in the State of Goa. An affidavit to this effect shall be produced in Form I hereto.

(3) The applicant shall fill in only one e-application in Form II hereto either in his/her own name or in the name of any other member of his/her family and shall apply only in one category to which he/she may belong, namely, either as a member of the general category or in any of the reserved categories specified in these rules:

Provided that reserved category may also apply against general category, if so desired:

Provided further that he/she shall not be eligible for allotment of two plots, if successful in both the categories.

(4) In case, there are no applications from any particular reserved category, the quota earmarked for such category shall be added to the general category.

(5) The applicant should have attained the age of eighteen years at the time of making an application.

(B) Institutional plot.— (1) Any institution applying for an institutional plot should have registered itself atleast 3 years prior to the date of making of an application.

(2) The Certificate of Registration of an Institution shall be attached with the application.

(3) The applicant shall be entitled to fill in only one e-application in Form III hereto.

- (4) No institution shall be eligible for a plot, if it has already been allotted a plot for institutional purpose under any scheme of Board.
- (5) The institution shall file an Affidavit in Form I hereto declaring that institution does not own, hold or possess any tenement or shop or office or plot under any scheme of the Board anywhere in the State of Goa.
- (6) The institution shall produce income tax return of last three preceding years and in case of a registered firm/company, it shall produce a copy of Registration Certificate from Registrar of Firms or Certificate of Incorporation issued by the Registrar of Companies, as the case may be, and copy of last 3 years audited statement of accounts.

(C) Commercial Plot.— Commercial plots shall be allotted only by public auction. The applicant applying for a plot for commercial purpose shall be an Indian citizen or a Society/firm/company registered under the Societies Registration Act, 1860 (Central Act No.21 of 1860), Goa Co-operative Societies Act, 2001 (Act No.36 of 2001) or the Indian Partnership Act, 1932 (Act No.9 of 1932) or the Companies Act, 1956 (Act No.1 of 1956) for atleast 3 years prior to the date of submission of the application.

- (2) In case of a firm/company, a certificate of registration of a firm/company shall be attached with the e-application.
- (3) The applicant shall be entitled to fill in only one e-application in Form IV hereto.
- (4) In case of an individual person, the applicant should have completed 18 years of age at the time of submission of an application and shall produce the copy of age proof, income tax return of last three preceding years and incase of a registered Firm/Company, it shall produce a copy of last 3 years audited statement of accounts.
- (5) No individual or society or firm or company shall be eligible for a plot if he/it is already been allotted a plot or shop or office or tenement under any Scheme of the Board.
- (6) The applicant shall file an Affidavit in Form I hereto declaring that the applicant does not own a plot or shop or office or tenement under any Scheme of the Board anywhere in the State of Goa.

7. Classification of residential plots.— The Board shall fix the family income level in respect of the following group of population for deciding the number of residential plots to be allotted to each of such group, with the approval of the Government:-

- (a) Low Income Group (LIG);
- (b) Middle Income Group (MIG);
- (c) Higher Income Group (HIG):

8. The reservation of plots to be disposed by outright sale under lot.— (1) The reservation of residential plots to be disposed by outright sale under lot for the persons belonging to following categories shall be as under:-

- | | |
|----------------------------|----|
| (a) Scheduled Castes----- | 1% |
| (b) Scheduled Tribes ----- | 2% |

(c) Other Backward Classes-----	5%
(d) Freedom Fighters-----	1%
(e) Ex-Servicemen including personnel of Para Military Forces, if any-----	2%
(f) Persons with disabilities-----	1%

9. Notice of registration.— (1) The Board shall issue an advertisement in the form of a notice on its website and atleast two local newspapers inviting e-applications for the sale of plots as per the procedure specified therein by such date which shall not be less than 15 days from the date of issue of the advertisement.

(2) The notice shall consist of all the details such as last date to apply, plot details, initial deposit, reservations, website, etc.

10. Submission of application for registration of a plot.— (1) The applicant shall apply online in pursuance of notice issued under rule 9 for a residential plot in Form II hereto, for an institutional plot in Form III hereto and for a commercial plot in Form IV hereto and make payment of non-refundable registration fees fixed by the Board from time to time.

(2) In addition to the above registration fees, initial deposit as specified by the Board shall be made alongwith the application form.

(3) In case of allotment of plots by lot, only those applicants who have been qualified from the 1st draw for the allotment of plot shall submit the self-attested copies of the documents including original Affidavit indicated in Form I hereto to the Board before the date of scrutiny for allotment of plot under lot, failing which, his/her application shall be liable for rejection and 15% of initial deposit shall be forfeited to the Board and the balance amount shall be refunded to the applicant without any interest.

(4) If the applicant applies for auction, the applicant shall submit the self-attested copies of the documents including original Affidavit indicated in Form I to the Board before the date of scrutiny to participate in auction proceedings, failing which, his/her application shall be liable for rejection and 15% of initial deposit shall be forfeited to the Board and the balance amount shall be refunded to the applicant without any interest.

(5) The Board shall carry out the transactions through payment gateway only.

(6) Incomplete applications submitted by the applicants shall be summarily rejected.

(7) No withdrawal of application shall be allowed once it is uploaded on the website. If an applicant withdraws from the Scheme after depositing the initial deposit, 5% of such deposit shall be forfeited to the Board in case of a residential plot and 10% of such deposit shall be forfeited to the Board in case of institutional and commercial plot. The balance amount shall be refunded to the applicant without any interest only after the scrutiny of the application by the Allotment Committee.

11. The Allotment Committee.— The Board shall form Allotment Committee consisting of the following:—

- (a) Chairman of the Board or his nominee.....Chairman
 - (b) The Collector of the concerned District or
his nominee not below
the rank of Deputy Collector.....Member
 - (c) Managing Director of the Board or
in his absence Housing Engineer
of the Board.....Member
 - (d) Chief Accounts Officer/Assistant Accounts Officer.....Member-Secretary
- (2) The Allotment Committee may co-opt any one member from the Board/Government official not below the rank of Section Officer.

12. Allotment of plot on outright sale under lot.— (1) Every online application shall be generated with a computerized serial number.

(2) Online draw or draw by any other mode shall be held within 10 days after the expiry of the last date of online registration.

(3) All applications received from the reserved category, shall be kept separate, category wise. Where, there are no applications from any reserved category, the quota earmarked for such category shall be added to the general category.

(4) A draw shall be held of the eligible registered applicants of the respective categories separately, for the allotment of plots including equal number of applicants to be kept as “Wait List” to cover the possibility of applications in the “Main List” being rejected on scrutiny.

(5) A separate list in a sequential manner of draw, category wise (Reserved and General) of the successful applicants shall be prepared and displayed on the website/notice board.

(6) The Allotment Committee shall scrutinize the applications in a sequential manner as shown in the displayed list and the final eligibility list shall be prepared and displayed. If any applicant is found to be ineligible, he/she shall be liable for rejection and 15% initial deposit shall be forfeited to the Board and the balance amount shall be refunded to the applicant without any interest.

(7) The final eligibility list of the General and Reserved Category shall be merged and a single eligibility list shall be displayed.

(8) An online draw or draw by any other mode for the allotment of plots shall be held on the day and time fixed.

(9) The final allotment list indicating serial number of application forms and the plot numbers shall be displayed on the website/notice board.

(10) On display of final allotment list, initial deposit of the applicants who did not get the plot, shall be refunded within 10 working days after the final list is published. The decision of the Secretary/Managing Director in the matter of allotment of the plot shall be final and binding on the allottees and no appeal shall be entertained.

(11) The plot offered shall be on as is where is basis and the allottee shall not have any right to complain or raise any objection about nature, condition or planning, etc., or to claim any damage or compensation on any account from the Board.

13. Conditions of payment of consideration for sale under lot.— (1) The order of allotment of plot shall be issued to the allottee in Form V hereto as per the final allotment list.

(2) The allottee shall convey his/her acceptance of order of allotment of a plot in Form VI hereto within three working days, to the Board.

(3) The allottee shall pay consideration of the plot allotted under lot within a period of 45 days of receipt of the order of allotment, failing which, the order of allotment of plot shall stand cancelled without any further notice and the entire initial deposit of the applicant shall be forfeited to the Board:

Provided that on an application made to the Board stating reasons for non-payment before expiry of the said period, the Board may extend the period of payment of consideration subject to payment of penal interest of 10% for the first 25 days and 15% for further period of 25 days. No further extension shall be granted beyond 95 days and the plot shall revert to the Board forfeiting the entire initial deposit without further reference to the applicant and no appeal shall be entertained thereon.

(4) In case the applicant effects only part payment of the consideration within the extended period, then his/her allotted plot shall also be reverted thereby forfeiting the entire initial deposit and the part payment made shall be refunded to the applicant without any interest and no appeal shall be entertained thereon.

(5) A sale letter shall be issued in Form VII hereto only on full payment of consideration and the physical possession of the plot shall be handed over to the allottee.

(6) The Scheme may be declared closed by the Managing Director as soon as the entire allotment process is over.

14. Allotment of plot on outright sale under auction.— (1) Every online application shall be generated with a computerized serial number.

(2) The Allotment Committee shall scrutinize all the applications within 20 days after the expiry of the last date for submission of online application and the list of the applicants who shall be eligible to participate in the auction shall be displayed. If any applicant is found to be ineligible, his/her application shall be liable for rejection and 15% initial deposit shall be forfeited to the Board and the balance amount shall be refunded to the applicant without any interest.

(3) Auction shall be held amongst eligible applicants in the presence of Secretary/Managing Director of the Board at the place, date and time mentioned in the notice of advertisement and the plan showing plot number, area, etc. shall be displayed at the place of auction.

(4) The applicants shall sit according to their registration number at the venue during the auction.

(5) The particular bidder shall increase the bid price per sq. mt. as specified by the Board from time to time.

(6) There shall be atleast two applicant bidders present for the auction proceedings for each plot, failing which, the bidding shall defer.

(7) The Managing Director may postpone/cancel/defer the auction proceedings of any particular plot/plots, as the case may be, at any time without assigning any reasons thereof.

(8) The decision of the Managing Director in the matter of allotment of plot by auction to the highest bidder shall be final and binding on the allottees and no appeal thereon shall be entertained.

(9) The plot offered shall be on as is where is basis and the allottee shall not have any right to complain or raise any objection about nature, condition or planning, etc., or to claim any damage or compensation on any account from the Board.

15. Conditions for payments of auction consideration.— (1) The highest bidder shall be declared as successful and order of allotment shall be issued in Form V hereto to the successful bidder of a plot. The allottee shall pay the consideration of the residential plot within a period of 25 days and incase of commercial and institutional plot within a period of 90 days from the date of receipt of the order of allotment, failing which, the order shall stand cancelled without any further notice and the entire initial deposit of the applicant shall be forfeited to the Board. No part payments shall be accepted.

(2) The allottee shall convey his/her acceptance of order of allotment of plot in Form VI hereto within three working days, to the Board.

(3) A sale letter shall be issued in Form VII and Form VIII hereto, as the case may be, only on full payment of consideration and the possession of the plot shall be handed over to the allottee.

(4) The Scheme shall be declared closed by the Managing Director as soon as the entire allotment process is over.

16. Conditions for construction of residential house/bungalow.— (1) The allottee shall construct a residential house/bungalow with a compound wall over the allotted plot within a period of three years from the date of issue of a sale letter, failing which, the plot shall be reverted to the Board and the consideration shall be refunded to the allottee after forfeiting the entire initial deposit without any interest thereof:

Provided that on an application made in this behalf stating specific reasons one month before expiry of 3rd year to the Board, the Secretary/Managing Director of the Board may extend the period to construct a house to a maximum period of eight years on payment of penalty for delayed construction as under:

(a) After 3rd year and less than 5 years -- 5% per annum of the total consideration of the plot.

(b) After 5th year and less than 7 years -- 8% per annum of the total consideration of the plot.

(c) After 7th year and less than 8 years --10% per annum of the total consideration of the plot.

(2) The extension of time beyond 8th year and upto 10th year shall vest with the Government subject to the payment of penalty @ 20% per annum of the total consideration of the plot:

Provided the allottee shall make a representation for an extension with specific reasons before one month of the expiry period of 8th year to the Board. The decision taken by the Board/Government shall be binding on the allottee and no further appeal shall be entertained.

(3) In no circumstance, extension beyond 10 years shall be granted and plot shall revert to the Board on as is where is basis and in such eventuality no appeal shall be entertained.

(4) The allottee shall prepare the construction plan of a single family residential dwelling house/bungalow considering the aesthetic point of view, ground coverage, control of height and roof, rather than on the basis of Floor Area Ratio as specified by the Board as under:

(a) For the plot area upto 300 sq.mts., the minimum ground coverage shall be 30%;

(b) For the plot area above 300 sq.mts. and upto 400 sq. mts., the minimum ground coverage shall be 25% or 90 sq.mts., whichever is higher.

(c) For the plot area above 400 sq.mts., the minimum ground coverage shall be 20% or 100 sq.mts., whichever is higher.

(5) Allottee shall obtain “No Objection Certificate” from the Board before submission of construction plan to the licensing authorities. An affidavit stating that the construction is for a single family residential dwelling house/bungalow shall be submitted in Form IX hereto. Also, if any other permission is required from the Board for construction, allottee shall apply for the same.

(6) No multi-dwelling units including commercial premises on the allotted plot shall be allowed. The purpose for which plot is applied shall not be changed.

(7) The construction of residential house/bungalow shall be in accordance with the plans approved by the Town and Country Planning Department/Planning and Development Authority, Municipal Council or the Village Panchayat, as the case may be, under the Rules and Regulations in force in the locality concerned.

(8) On breach of any other terms and conditions of allotment, penalty @ 5% on the total consideration of plot shall be levied to such allottee.

17. Conditions for construction of a building for institutional or commercial purpose. — (1) The allottee shall abide by all construction norms, rules, regulation, etc. in force and complete the building with a compound wall over the allotted plot, within a period of three years from the date of receipt of sale letter, failing which, the plot shall be reverted to the Board and the consideration shall be refunded to the allottee after forfeiting the entire initial deposit without any interest:

Provided that on an application made in this behalf stating specific reasons one month before expiry of 3rd year to the Board, the Secretary/Managing Director of the Board may extend the period of construction to a maximum period of eight years on payment of penalty for delayed construction as under:

(a) After 3rd year and less than 5 years -- 6% per annum of the total consideration of the plot.

(b) After 5th year and less than 7 years -- 9% per annum of the total consideration of the plot.

(c) After 7th year and less than 8 years --11% per annum of the total consideration of the plot.

(2) The extension of time beyond 8th year and upto 10th year shall vest with the Government subject to the payment of penalty @ 20% per annum of the total consideration of the plot:

Provided the allottee shall make a representation for an extension with specific reasons before one month of the expiry period of 8th year to the Board. The decision taken by the Board/Government shall be binding on the allottee and no further appeal shall be entertained.

(3) In no circumstance, extension beyond 10 years shall be granted and plot shall revert to the Board on as is where is basis and in such eventuality no appeal shall be entertained.

Thereafter, the Board shall have the right to dispose and re-allot the said plot to any other applicants, after following the allotment process. The allottee shall not claim any compensation in such eventuality. The coverage of the building shall not be less than 20% of the allotted plot area and the allottee shall obtain a No Objection Certificate from the Board before submission of the construction plans to the licensing authority. On breach of these conditions, a penalty @5% on total consideration of the plot shall be levied to such allottee. Also, if any other permission is required from the Board for construction, the allottee shall apply for the same.

(4) The allottee shall not be entitled to divide or sell or transfer the plot allotted in favour of any other third party. The construction of building shall be in accordance with the plans approved by the Town and Country Planning Department/Planning and Development Authority, Municipality or the Village Panchayat, as the case may be, under rules and regulations in force in the locality concerned.

(5) The purpose for which the plot is allotted shall not be changed. An affidavit stating that the construction is for institution/commercial purpose only shall be submitted in Form X hereto by the allottee.

(6) On breach of any other terms and conditions of allotment, a penalty @5% on the total consideration of plot shall be levied to such allottee.

18. Execution of conveyance deed.— (1) The allottee shall after completion of the construction of residential house/bungalow or an institutional building or a commercial building alongwith compound wall, obtain Occupancy certificate from the competent authority and apply to the Board for the execution of Conveyance Deed towards the transfer of the allotted plot within the period of 60 days from the

date of obtaining the Occupancy certificate from the competent authority, failing which, a penalty shall be imposed as specified by the Board from time to time.

(2) The Board shall execute a Conveyance Deed after inspecting the construction and the allottee shall get it registered with the concerned Sub-Registrar failing which, a penalty shall be imposed as specified by the Board from time to time.

19. Penalty for misrepresentation, suppression of facts or for breach or contravention of any of the conditions of the rules.— (1) If it is found at any stage that the applicant has given false information or has suppressed any material facts or has contravened any of the terms and conditions of these rules, the application shall be rejected and the allotment of plot, if already made, shall stand cancelled without prejudice to the right of the Board to take any other action under the law in force.

(2) In any circumstances, the allottee shall not sell the plot. An Undertaking in this regard shall be submitted by the allottee in Form XI hereto.

20. Other conditions.— (1) The power to relax and to amend any of the provisions of these rules shall vest with the Government.

(2) The Board may impose any terms and conditions not specifically covered under these rules, as may be decided in this behalf from time to time, with the approval of the Government.

(3) The allottee shall not object for carrying out any development by the Board on the balance area of the sector as per the permissible FAR as and when required and also, the allottee shall not cause any obstruction to an official, duly authorized by the Board, in discharging his/her duties in connection with the matter arising out of the management of the property.

By order and in the name of
the Governor of Goa

(Sabaji P. Shetye)
Joint Secretary (Housing)

To,
The Director, Printing & Stationery, Government Printing Press, Panaji, Goa.

1. Guard File
2. Office Copy

(Note: To be executed before a Competent Magistrate on a non-judicial stamp paper as per denomination prescribed in the Indian Stamp Act and submitted in original)

FORM-I
AFFIDAVIT

[See rule 6A(2), B(5) and C(6)]

I, Shri/Smt./Kum. _____ Son/Wife/Daughter
of _____ r/o _____,
age _____, do hereby solemnly affirm and state as under:—

- (1) That I have applied for allotment of a residential, institutional/commercial plot at
..... from the Goa Housing Board under General/Reserved Category
of
- (2) That neither myself nor any other member of my family own a
plot/tenement/shop/office under any scheme of the Goa Housing Board anywhere in
the State of Goa as on date.
- (3) I have satisfied myself that I fulfil the conditions laid down in Goa Housing Board
Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and
conditions stipulated in the Scheme formulated by the Board in this regard.
- (4) I have read the provisions mentioned in (3) above and agree to abide by the same.

I further affirm that what is stated hereinbefore is true to my own knowledge and belief and I know
that to make a false affidavit is an offence.

Deponent

VERIFICATION:

Verified at _____, this the ____ day of _____, ____ that the
content in this affidavit is true and correct to the best of my knowledge and belief. No part of this
affidavit is wrong and nothing material has been concealed therefrom.

Deponent

Affix latest
passport
size
photograph
here

FORM – II

Form of application for registration of a plot for residential purpose

[See rule 6A(3) and 10(1)]

1. Applicant's full name: _____

*First Name**Middle Name**Surname*
2. Father's/Husband's name: _____

*First Name**Middle Name**Surname*
3. (a) Permanent Address: _____
Pin Code _____
- (b) Present Address for correspondence: _____
Pin Code _____
- (c) Locality to which application relates: _____
- (d) Phone No. (Res.) _____ Mobile No. _____ E-Mail if any _____
- (e) Bank Details:
Name of the Bank and Branch _____
Account Number _____ IFSC _____ MICR _____
4. Period of residency in the State of Goa: _____
(Residence Certificate from the competent authority to be attached)
5. Date of Birth (Birth certificate to be attached): _____
6. AADHAR (UID) No. if any _____ 7. PAN No: _____
8. Occupation: _____
(a) Name of the Establishment/office with address _____
(b) Present pay including allowances _____
(c) Family annual income of the applicant for the preceding financial year (Certificate from the competent authority alongwith supporting documents required under rules to be enclosed) _____
(d) Details of family (Name, Relation with applicant, occupation and income) to be attached, separately.
9. Category for which applied (whether Reserved or General, if reserved certificate in proof to be enclosed from the competent authority) _____
10. Income group to which the applicant belongs: _____
11. Amount of deposit
a) ` _____ paid through (Credit/Debit card, RTGS, NEFT etc.) _____ dated _____

I solemnly affirm and state that:-

(a) *I have satisfied myself that I fulfil the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the Scheme formulated by the Board in this regard and agree to abide by the same.*

(b) *The statements made above are true to the best of my knowledge and belief.*

(c) (i) *I hereby give an Undertaking that I agree to abide to the procedure of drawal of online lot or draw by any other mode for selecting the eligible applicant for the allotment of a plot and I shall submit all self-attested copies of the mandatory documents to the Board before the date of scrutiny for allotment of plot under lot, failing which, my application shall be liable for rejection and 15% initial deposit shall be forfeited to the Board and the balance amount shall be refunded without any interest.*

(ii) *I hereby give an Undertaking that I agree to abide to the procedure of auction and shall submit all self-attested copies of the mandatory documents before the date of scrutiny to participate in auction proceedings, failing which, my application shall be liable for rejection and 15% initial deposit shall be forfeited to the Board and the balance amount shall be refunded without any interest.*

(Applicant's signature)

Dated:

Affix latest
passport
size
photograph
here

FORM – III

Form of application for registration of a plot for institutional purpose

[See rule 6B(3) and 10(1)]

1. Name of the Institution: _____
2. (a) Permanent Address: _____
Pin Code _____
- (b) Present Address for correspondence: _____
Pin Code _____
- (c) Phone No. _____ Mobile No. _____ E-Mail _____
Website, if any _____
- (d) Bank Details:
Name of the Bank and Branch _____
Account Number _____ IFSC _____ MICR _____
3. Locality to which application relates: _____
4. Institution Registration No. and date (copy to be enclosed) _____
5. Act, rules under which it is registered: _____
6. Copy of Bye-Laws/Articles of Association or Constitution of the institution: _____
(Copy to be enclosed)
7. PAN No. (copy to be enclosed): _____
8. TAN No. (copy to be enclosed): _____
9. Audited statement of accounts for the last 3 years: _____
(Copy to be enclosed)
10. Last 3 years annual report _____
11. Activities of the Institution _____

12. Any accreditation/recognition receipt, if any: _____
13. Details of initial deposit amount:
a) ` _____ paid through (Credit/Debit card, RTGS, NEFT etc.) _____ dated _____
14. Name and designation of present office bearer _____
(list to be enclosed separately)
15. Income tax return of the last three preceding years, if applicable. (Copy enclosed)
16. Institution notified by the Government (copy enclosed) _____.
17. Any other relevant details: _____

I solemnly affirm and state that:-

(a) I have satisfied myself that I fulfil the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the Scheme formulated by the Board in this regard and agree to abide the same.

(b) The statements made above are true to the best of my knowledge and belief.

(c) (i) I am hereby authorized to give an Undertaking on behalf of Institution that Institution shall agree to abide to the procedure of drawal of online lot or draw by any other mode for selecting the eligible applicant for the allotment of Institutional plot and Institution shall submit all the attested copies of the mandatory documents to the Board before the date of scrutiny for allotment of plot under lot, failing which, application shall be liable for rejection and 15% initial deposit shall be forfeited to the Board and the balance amount shall be refunded without any interest.

Signature _____

Name of authorized signatory _____

Designation _____

with Seal

Place: _____

Date: _____

FORM – IV

Form of application for registration of a plot for commercial purpose

[See rule 6(C)(3) and 10(1)]

Affix latest
passport size
photograph
here

1. Name of the Applicant: _____
2. (a) Permanent Address: _____
Pin Code _____
(b) Present Address for correspondence: _____
Pin Code _____
(c) Phone No. _____ Mobile No. _____ E-Mail _____
Website, if any _____
(d) Bank Details:
Name of the Bank and Branch _____
Account Number _____ IFSC _____ MICR _____
3. Locality to which application relates: _____
4. Firm Registration No. and date, if applicable (copy to be enclosed): _____
5. Act, rules under which it is registered: _____
6. Copy of Bye-Laws/Articles of Association or Constitution of the firm: _____
(Copy to be enclosed)
7. PAN No. (copy to be enclosed): _____
8. TAN No. (copy to be enclosed): _____
9. Audited statement of accounts for the last 3 years: _____
(Copy to be enclosed)
10. Details of commercial activity: _____
11. Details of initial deposit amount:
a) ` _____ paid through (Credit/Debit card, RTGS, NEFT etc.) _____ dated _____
12. Income tax return of the last three preceding years, if applicable. (Copy enclosed) _____
13. Any other relevant details: _____

I solemnly affirm and state that:-

(a) I have satisfied myself that I fulfil the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the Scheme formulated by the Board in this regard and agree to abide the same.

(b) The statements made above are true to the best of my knowledge and belief.

(c) I hereby give self Undertaking or on behalf of my knowledge that I will agree to abide to the procedure of open auction for selecting the eligible applicant for the allotment of commercial plot and I shall submit all the copies of the mandatory documents to the Board before the date of scrutiny for allotment of plot under auction, failing which, application shall be liable for rejection and 15% initial deposit shall be forfeited to the Board.

Signature _____

Name of the applicant _____

Place: _____

Date: _____

GOA HOUSING BOARD

PORVORIM, BARDEZ – GOA.

REGISTERED A.D.

NO.GHB/ADM/ /20.....

Dated : / /20.....

FORM – V

[See rule 13(1) and 15(1)]

ORDER OF ALLOTMENT

In exercise of the powers conferred by sub rule (1) of rule 13 and sub rule (1) of rule 15 of the Goa Housing Board (Registration, Allotment and Sale of Plots) Rules, 2016, Shri/Smt./Kum._____ is hereby allotted Plot No. _____ admeasuring _____ sq.mts. at_____ under draw/auction category.

Shri/Smt./Kum._____ shall convey his/her acceptance in Form VI within 3 working days and should remit the consideration of the plot within 25/45/90 days as per the calculation sheet appended hereto, on receipt of this order alongwith an undertaking in Form XI, failing which, the Order of Allotment shall stand cancelled without any further notice and the entire initial deposit of the applicant shall be forfeited to the Board.

Managing Director

To,

Copy to:

FORM VI

[See rule 13(2), 15(2)]

Intimation of acceptance of order of allotment

Dated:

To,
The Managing Director,
Goa Housing Board,
Alto - Betim, Porvorim - Goa.

Sir/Madam,

With reference to your order of allotment No._____ dated_____ received on_____ (evidence enclosed), I, hereby convey my acceptance to the Plot No._____ at _____ unequivocally and without any reservation or any complaint on my part in respect of the said plot, after verifying the dimension of the plot and its area on as is where is basis and shall agree to make the payment of full consideration of the plot within the stipulated period.

I also agree to abide by the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed there under and the terms and conditions stipulated in the Scheme formulated by the Board in this regard.

Yours faithfully,

()

FORM VII
SALE LETTER

[See rule 13(5) and 15(3)]

No.
Goa Housing Board,
Government of Goa,
Alto-Betim, Porvorim – Goa.
Dated:

To

Sir/Madam,

I am to state that Plot No. _____ admeasuring _____sq. mts. situated at _____, _____ Taluka, District of _____ has been allotted to you for total consideration of ` _____(Rupees _____only) being at the rate of ` _____ per sq. mts. for construction of residential house/bungalow. The Provisional/Final NOC has been issued by _____ village Panchayat/Municipal Council/Corporation vide No. _____ dated _____.

The Boundaries of the Plot No. _____ are shown as follows:-

To the East:

To the West:

To the North:

To the South:

The Plot No. _____ described above is a portion of a larger property situated at _____ under Survey No. _____ acquired under Land Acquisition Act, 1894 (Act 1 of 1894) _____ vide Award No. _____ dated _____.

The allottee shall adhere and comply with all the terms and conditions as per the Goa Housing Board Act/Rules/Scheme in force.

The order of allotment for all intends and purpose shall be legal documents to enable the allottee to construct a single family residential house/bungalow on the allotted plot till the execution of Conveyance Deed in respect of the said plot. The allottee shall submit the drawing/plan of construction including the compound wall of allotted plot, in accordance with the terms and conditions indicated herebelow and obtain No Objection Certificate from the Goa Housing Board, before submitting the same to local authorities for approval.

The allotment of plot is subject to the following conditions:

(1) The allottee shall construct a residential house/bungalow with a compound wall over the allotted plot within a period of three years from the date of a sale letter, failing which, the plot shall be reverted to the Board and the consideration shall be refunded to the allottee after forfeiting the entire initial deposit without any interest thereof.

Provided that on an application made in this behalf stating specific reasons before one month of expiry period of 3rd year to the Board, the Secretary/Managing Director of the Board

may extend the period to construct a house to a maximum period of 8th year on payment of penalty for delayed construction as under:

- | | |
|--|---|
| (a) After 3 rd year and less than 5 years | -- 5% per annum of the total consideration of the plot. |
| (b) After 5 th year and less than 7 years | -- 8% per annum of the total consideration of the plot. |
| (c) After 7 th year and less than 8 years | --10% per annum of the total consideration of the plot. |

(2) The extension of time beyond 8th year and upto 10th year shall vest with the Government subject to payment of penalty @20% per annum of the total consideration of the plot.

Provided the allottee shall make a representation for an extension with specific reasons before one month of the expiry period of 8th year, to the Board. The decision taken by the Board/Government shall be binding on the allottee and no further appeal shall be entertained.

(3) In no circumstance, extension beyond 10 years shall be granted and plot shall revert to the Board on as is where is basis and in such eventuality no appeal shall be entertained.

(4) The allottee shall prepare the construction plan of a single family residential dwelling house/bungalow considering the aesthetic point of view, ground coverage, control of height and roof, rather than on the basis of Floor Area Ratio as specified by the Board as under:

- (a) For the plot area upto 300 sq.mts., the minimum ground coverage should be 30%;
- (b) For the plot area above 300 sq.mts. and upto 400 sq.mts., the minimum ground coverage should be 25% or 90 sq.mts., whichever is higher.
- (c) For the plot area above 400 sq.mts., the minimum ground coverage should be 20% or 100 sq.mts., whichever is higher.

(5) Allottee shall obtain "No Objection Certificate" from the Board before submission of construction plan to the licensing authorities. An affidavit stating that the construction is for a single family residential dwelling house/bungalow shall be submitted in Form IX.

(6) No multi-dwelling units including commercial premises on the allotted plot shall be allowed.

(7) The construction of residential house/bungalow shall be in accordance with the plans approved by the Town and Country Planning Department/Planning and Development Authority, Municipal Council or the Village Panchayat, as the case may be, under the Rules and Regulations in force in the locality concerned.

(8) On breach of any of the conditions, penalty @5% on the total consideration of plots shall be levied to such allottees.

(9) (a) Allottee shall after completion of the construction of residential house/bungalow alongwith compound wall obtain Occupancy certificate from the competent authority within stipulated period and apply to the Board for the execution of Conveyance Deed towards the transfer of the allotted plot within 60 days from the date of Occupancy certificate from the competent authority, failing which a penalty shall be imposed as specified by the Board from time to time.

(b) The Board shall execute a Conveyance Deed after inspecting the construction and the applicant shall get it registered with the concerned Sub-Registrar failing which, a penalty shall be imposed as specified by the Board from time to time.

(10) The allottee shall not object for carrying out any development by the Board on the balance area of the sector as per the permissible FAR as and when required.

(11) The allottee shall not cause any obstruction to an official, duly authorized by the Board in discharging his/her duties in connection with the matter arising out of the management of the property.

Yours faithfully,

Managing Director

FORM VIII
SALE LETTER

[See rule 15(3)]

No.
Goa Housing Board,
Government of Goa,
Alto-Betim, Porvorim – Goa.
Dated:

To

Sir/Madam,

I am to state that the Plot No. _____ admeasuring _____sq.mts. situated at _____, _____ Taluka, District of _____ has been allotted to you for total consideration of ` _____(Rupees _____ only) being at the rate of ` _____ per sq.mts. to construct for institutional/commercial purpose only. The Provisional/Final NOC has been issued by _____ village Panchayat/Municipal Council/Corporation vide No. _____ dated _____.

The Boundaries of the Plot No. _____ are shown as follows:-

To the East:

To the West:

To the North:

To the South:

The Plot No. _____ described above is a portion of larger property situated at _____ under Survey No. _____ acquired under the Land Acquisition Act, 1894 (Act 1 of 1894) vide Award No. _____ dated _____.

The allottee shall adhere and comply with all the terms and conditions as per the Goa Housing Board Act/Rules/Scheme in force.

The order of allotment for all intends and purpose shall be legal documents to enable the allottee to construct for institutional/commercial purpose only on the allotted plot till the execution of Conveyance Deed in respect of the said plot. The allottee shall submit the drawing/plan of construction including the compound wall of the allotted plot, in accordance with conditions indicated here below and obtain “No Objection Certificate” from the Goa Housing Board, before submitting the same to the local authorities for approval.

The allotment of plot is subject to the following conditions:

(1) The allottee shall construct a premises over the allotted plot within a period of three years from the date of a sale letter, failing which the plot shall be reverted to the Board and the consideration shall be refunded to the allottee after forfeiting the entire initial deposit without any interest:

Provided that on an application made in this behalf stating specific reasons one month before expiry of 3rd year to the Board, the Secretary/Managing Director of the Board may extend the period of construction to a maximum period of eight years on payment of penalty for delayed construction as under:

- (a) After 3rd year and less than 5 years -- 6% per annum of the total consideration of the plot.
- (b) After 5th year and less than 7 years -- 9% per annum of the total consideration of the plot.
- (c) After 7th year and less than 8 years --11% per annum of the total consideration of the plot.

(2) The extension of time beyond 8th year and upto 10th year shall vest with the Government subject to the payment of penalty @ 20% per annum of the total consideration of the plot:

Provided the allottee shall make a representation for an extension with specific reasons before one month of the expiry period of 8th year to the Board. The decision taken by the Board/Government shall be binding on the allottee and no further appeal shall be entertained.

(3) In no circumstance, extension beyond 10 years shall be granted and plot shall revert to the Board on as is where is basis and in such eventuality no appeal shall be entertained.

The allottee shall not claim any compensation in such eventuality. The coverage of the building shall not be less than 20% of the allotted plot area and the allottee shall obtain a No Objection Certificate from the Board before submission of the construction plans to the licensing authority. On breach of these conditions, a penalty @5% on total consideration of the plot shall be levied to such allottee. Also, if any other permission is required from the Board for construction, the allottee shall apply for the same.

(4) An affidavit stating that the construction is for institutional/commercial purpose only shall be submitted in Form X.

(5) That, the plot allotted shall be utilized for the institutional/commercial purpose only.

(6) The allottee shall not be entitled to divide or sell or transfer the plot allotted in favour of any other third party. The construction of building shall be in accordance with the plans approved by the Town and Country Planning Department/Planning and Development Authority, Municipality or the village Panchayat, as the case may be, under the Rules and Regulations in force in the locality concerned.

(7) The allottee shall complete the construction along with the compound wall before obtaining Occupancy certificate.

(8) The allottee shall apply for the execution of Conveyance Deed towards the transfer of the allotted plot within 60 days from the date of Occupancy certificate from the competent authority. The Board shall execute a Conveyance Deed after inspecting the construction and the institution shall get it registered with the concerned Sub-Registrar failing which, a penalty shall be imposed as specified by the Board from time to time.

(9) The allottee shall not object for carrying out any development by the Board on the balance area of the sector as per the permissible FAR as and when required.

(10) The allottee shall not cause any obstruction to an official, duly authorized by the Board so as to create difficulties, in the discharge of his/her duties in connection with the matter rising out of the management of the property.

(11) If it is found at any stage that the applicant has given false information or has suppressed any material facts or has committed breach or contravened any of the conditions of these rules, the application shall be rejected and the allotment of plot, if already made shall stand cancelled without prejudice to the right of the Board to take any other action under the law in force.

(12) On breach of any other terms and conditions of allotment, a penalty @5% on the total consideration of plot shall be levied to such allottee.

Yours faithfully,

Managing Director

(Note: To be executed before a Competent Magistrate on a non-judicial stamp paper as per denomination prescribed in the Indian Stamp Act).

FORM IX
AFFIDAVIT

[See rule 16(5)]

I, Shri/Smt./Kum. _____ Son/Wife/Daughter
of _____ r/o _____, age _____, do hereby
solemnly affirm and state as under:—

That I will construct a single family residential dwelling house/bungalow only.

That I will not construct any multi-dwelling units including commercial premises on the allotted plot.

That I have satisfied myself that I fulfil the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the Scheme formulated by the Board in this regard and agree to abide same.

I further affirm that what is stated hereinbefore is true to my own knowledge and belief and I know that to make a false affidavit is an offence.

Deponent

VERIFICATION:

Verified at _____, this the _____ day of _____, _____ that the content in this affidavit is true and correct to the best of knowledge and belief. No part of this affidavit is wrong and nothing material has been concealed therefrom.

Deponent

(Note: To be executed before a Competent Magistrate on a non-judicial stamp paper as per denomination prescribed in the Indian Stamp Act).

FORM X
AFFIDAVIT
[See rule 17(5)]

Shri/Smt./Kum. _____ of authorized by the
_____ institution, do hereby solemnly affirm and state as under:—

That, I shall utilize the plot allotted for institutional/commercial purpose only.

I have satisfied itself that it fulfils the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the scheme formulated by the Board in this regard and agree to abide by the same.

I further affirm that what is stated hereinbefore is true to my own knowledge and belief and I know that to make a false affidavit is an offence.

Deponent

VERIFICATION:

Verified at _____, this the _____ day of _____, _____ that the content in this affidavit is true and correct to the best of knowledge and belief. No part of this affidavit is wrong and nothing material has been concealed therefrom.

Deponent

(Note: To be executed before a Competent Magistrate on a non-judicial stamp paper as per denomination prescribed in the Indian Stamp Act).

FORM XI

UNDERTAKING

[See rule 19(2)]

I, Shri/Smt./Kum. _____ Son/Wife/Daughter
of _____ r/o _____,
age _____, do hereby solemnly affirm and state as under:—

That I will not sell or transfer the Plot No. _____ situated at _____
allotted to me for self-residential, institutional/commercial purpose, to any person before or after
the date of registration of execution of Conveyance Deed.

I have satisfied myself that I fulfil the conditions laid down in the Goa Housing Board
Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions
stipulated in the scheme formulated by the Board in this regard and agree to abide same.

I further affirm that what is stated hereinbefore is true to my own knowledge and belief
and I know that to make a false affidavit is an offence.

Deponent

VERIFICATION:

Verified at _____, this the _____ day of _____, _____ that the
content in this affidavit is true and correct to the best of knowledge and belief. No part of this affidavit is
wrong and nothing material has been concealed therefrom.

Deponent

By Order and in the name of
the Governor of Goa

(Sabaji P. Shetye)
Joint Secretary (Housing)

Place: Porvorim
Date: 29th June, 2016