

Rajasthan Housing Board

Jaipur



**Revised Procedure For Registration
And Allotment Of House**

**Adopted in the 94th and 95th Meeting of Board held on
10-11-81 and 15-12-81**

Price Rs. 3/-

INDEX

	Pages
1. General terms and conditions for registration and Disposal of property	1-12
2. Procedure for registration	13-18
3. Procedure for allotment	19-22
4. Application form for registration	23-26
5. Challan form	27

Chapter – I

1. General Terms and Conditions for Registration and Disposal of Property :

- 1.1 The allotment/sale of house constructed by the Rajasthan Housing Board is made to any Indian national resident anywhere in the country under the Disposal of Property Regulations, 1970 and other regulations/ procedures decided upon by the Board from time.
- 1.2 The Board shall allot a person only one house in any one city/ town of the state. Those persons who have been once allotted a house in any one city / town of the state by the Board shall not be eligible for a second allotment.
- 1.3 An applicant after he/ she once gets himself / herself registered for allotment of a house in any city/ town shall not be eligible for change of the city / town of registration.
- 1.4 A person shall be eligible for allotment of a dwelling unit if he / she or his/her spouse or any dependent relations (including unmarried children) does not own in full or in part on free hold or leasehold basis any residential plot or house in the city/ town where allotment is sought. If, however, the plot of land under the residential house owned is less than 90 sq.m. or the house owned is in a dilapated condition or is situated in inhabitable locality, this condition may be relaxed by the property allotment committee provided further that in case of persons who are co-sharers of ancestral houses and their share of accommodation is inadequate to their requirements, this condition may also be relaxed by the property allotment committee.
- 1.5.1 Provision of 24% reserved quota in allotment of houses by the Board has been made for the category of applicants show in the following table :-

S.NO.	Status of applicant	Reserved quota (%)
1.	Scheduled Caste/ Scheduled Tribes	14
2.	MPs / MLAs and accredited journalists	2 ½
3.	Ex-Soldiers & Army widows	2
4.	Freedom fighters	1
5.	Disabled persons	1 ½
6.	Board employees	3

1.5.2 Out of the houses to be allotted 40% houses shall be reserved for salaried class applicants (Government public and private sector persons). 24% houses shall be reserved as per table indicated @1.5.1 and the rest shall be unreserved. If adequate applications to the unreserved category.

1.5.3 The allotment shall further be made on outright purchase basis for which 45% houses shall be disposed off on outright sale and the rest 55% on hire purchase. In case adequate options are not received for the outright sale the remaining houses shall be disposed off on hire purchase basis or partly by auction or otherwise, as the board may decide.

1.6. An allottee allotted a house on hire purchase may if he/she so desires get the terms of payment converted to out-right sale but the reverse shall not be acceptable.

1.7. For the use upkeep and maintenance of common areas and services of the residential units, such as stairs, compound walls, open spaces ect. it shall be binding on every allottee to become member of a Registered agency. The formation of such an agency shall be done as per rules and regulation of the Rajasthan Housing Board. The possession of house to an allottee is made only on condition that he/she shall abide by the aforesaid terms.

(3)

1.8 Depending on the income category of an applicant, the registration deposit which is payable with application for registration is as per the following table :

S .No.	Income category of applicant	Annual Income (Rs.)	Registration deposit(Rs.)
1	E.W.S.	Upto 4200	500
2	L.I.G.	4201 to 7200	1800
3	M.I.G.(A)	7201 to 10800	3000
4	M.I.G.(B)	10801 to 18000	4600
5	H.I.G.	Above 18000	7000

1.9.1 Depending upon the income category of an applicant, the seed money which is payable on demand at the stage hereafter specified in this booklet shall be as per the following table :

S. No.	Income Category of applicant	Sale value of house(Rs.)	Seed money payable(Rs.)
1	E.W.S.	8000	600
2	L.I.G.	18000	2300
3	M.I.G.(A)	25000	3600
4	M.I.G.(B)	42000	8800
5	H.I.G.	70000	18000

1.9.2 The seed money shall be payable in two equal instalments. The first instalment shall be payable within one month of the date of issue of demand letter and the second within seven month of the date of issue of this demand letter. In case of default in deposition of the seed money within the prescribed period, the penalties payable shall be as follows :

(4)

S.NO.	Income category of applicant	Total seed money payable(Rs.)	Penalty amount payable per month, per instalment(Rs.)
1	E.W.S.	600	10
2	L.I.G.	2300	40
3	M.I.G. (A)	3600	60
4	M.I.G. (B)	8800	150
5	H.I.G.	18000	300

1.9.3 An applicant shall be included in the house number allotment lottery only if he/she had deposited entire seed money along with penalty amount payable if any and any other demand money within 7 days of the Issuances of the notice of holding house numbers allotment lottery in the news papers. In case this is not done, he/she shall lose his/her chance of participation in this allotment lottery. He/she shall however, be permitted to participate in the next lottery on full payment of the aforesaid dues plus such penalty as may be in force. If he/she dose not complete the formalities at the next lottery also, his/her registration shall be liable to be cancelled.

1.10 On allotment of house on outright sale basis, the registration amount and seed money shall be adjusted against the total sale value of the house. The allottee shall be informed of the balance cost payable for the house and other dues through the allotment letter. A period of four months shall be allowed for payment of this amount and in case of default in payment of the dues during this period the interest and penalty payable shall be the following :--

(5)

S.NO.	Income category	Rate of interest (%)	Penalty for 1 st 3 months after the initial 4 months (Rs.)	Rate of interest (%)	Penalty for each month after 1 st 7 months (Rs.)
1	E.W.S.	15	5000	15	500
2	L.I.G.	15	1000	15	1000
3	M.I.G. A & B	15	1500	15	1500
4	H.I.G.	15	2000	15	2000

The period of regularisation with interest & penalty payable shall extend to 15 months or till the house to be regularised is not allotted in any subsequent lottery whichever is earlier.

- 1.11 On allotment of house on hire purchase sale basis, the allottee shall be informed of the dues payable for the house through the allotment letter. A period of one month shall be allowed for payment of the amount and in case of default in payment of the dues during this period the interest and penalty payable shall be the following :

S. No	Income Category	Rate of interest (%)	Compensation for 1 st 3 months after the initial one month (Rs.)	Rate of interest (%)	Compensation for each month after 1 st 4 months (Rs.)
1.	EWS	15	250	15	250
2.	LIG	15	500	15	500
3.	MIG-(A)	15	600	15	600
4.	MIG-(B)	15	750	15	750
5.	HIG	15	1000	15	1000

The period of regularisation with interest and penalty payable shall extend to 15 months or till the house to be regularised is not allotted in any subsequent lottery, whichever is earlier.

(6)

- 1.12 The Board is fully authorized to fix the prices for the houses built by it, whether disposed on outright or hire purchase basis, and its decision in this regard shall be final.
- 1.13 An interest of 6% is payable on the registration deposit and the seed money deposit. The interest shall be applicable from the 1st day of the subsequent month of deposit to the previous month of the month in which the deposit is either refunded or adjusted in the cost of the house.
- 1.14 The registered applicants of a previous year shall be given preference in allotment of houses to those of subsequent years.
- 1.15.1 After registration the registration deposit shall normally not be refunded to an applicant before the expiry of 1½ years on expiry of this period if the allotment of a house has not occurred, the refund can be claimed with interest.
- 1.15.2 If the registration of an applicant is not affected due to any deficiency on his/her part, then the registration deposit can be refunded at any time, however without any interest payable on the deposit & with a deduction of 5% as administrative expenditure.
- 1.15.3 If the applicant does not deposit the seed money with penalties if any payable in the prescribed period as per provisions of clause 1.9.3 his/her registration shall be liable to be cancelled and his/her registration shall be refunded with 20% deduction. No interest shall be payable in such a case.
- 1.15.4 If the allottee is not desirous of taking the house after allotment and wants refund of the registration and seed money deposit or fails to take the house after depositing the prescribed dues within the prescribed period, his/her registration will be liable to be cancelled and the registration amount and seed money will be refunded to him/her after making the following deductions to cover's expenses :

EWS	Rs. 150/-
LIG	Rs. 500/-
MIG (A)	Rs. 900/-
MIG (B)	Rs. 1500/-
HIG	Rs. 2500/-

(7)

1.16.1 The computation of income for purpose of assessing the income category of applicants shall be the gross total annual income of the applicants including income of his/her spouse and dependents. Dependents are qualified to include (i) minor children and (ii) parents if their income is less than Rs. 200/-per month. The gross income shall constitute emoluments payable and income derived from the following sources :

(a) for self –

- (i) Pay
- (ii) Special Pay
- (iii) DA & Addl. D.A.
- (iv) City allowance
- (v) Income from house/property/business
- (vi) Interest from investment
- (vii) Any other income which is computable as income for Income-Tax purposes.

(b) Income to spouse for (i) to (vii) as in (a) above.

(c) Income to dependents for (i) to (vii) as in (a) above.

16.2 No cancellations shall be made of registration/allotment cases presently pending and of the past where income disparity/concealment has been discovered by comparison of the actual income declaration with income calculated as per clause 1.16.1. in such cases the applicants shall be required to deposit the extra balance registration amount to bring the deposit up to that required for deposition with the correct income category of the applicant calculated as per clause 1.16.1. In such cases the prescribed fee/penalty as under shall be payable for regularisation of such cases :

S. No.	Income category in which applicant had registered originally	Correct income category in which applicant falls and has to deposit balance registration amount for penalty amount to be deposited with balance registration amount for per year+ short deposit in Board (in Rs.)				Remarks
		LIG	MIG (A)	MIG (B)	HIG	
1	E. W. S.	130	250	410	650	+Any period if it is less than 6 months shall be ignored but more then 6 months shall be counted as full year.
2	L. I. G.	—	120	280	520	
3	M. I. G. (A)	—	—	160	400	
4	M. I. G. (B)	—	—	—	240	

1.17 Applicants of SC/ST category are required to deposit only half of the required registration deposit. Similarly released disabled serviced men, widows of army men and decorated army man of past wars are required to deposit registration deposit of only Rs. 50/-, Rs. 100/- and Rs. 200/- respectively if they fall in EWS, LIG. & MIG (A) income categories respectively. No relaxation is permissible for MIG (B) & HIG category applicants. However, all such applicants claiming relaxation shall be required to pay the increased monthly deposits because of short registration deposit. Also no relaxation in seed money deposits is permissible.

1.18 Although all efforts are made to keep the sale costs of houses within the ceilings fixed by the Board and those of the loaning agencies such as HUDCO, there can be situations when the costs increase such ceilings. Because of Board having funds of its own, such increased cost has to be borne by allottees themselves. In such cases so as to alleviate the hardship to hire purchase allottees which shall result if the extra costs beyond the ceiling limits are taken from allottees in one installment as mentioned in table below, each interest charges applicable to that particular income category.

S. No	Income category	EXTRA COSTS IF			
		Upto Rs.2000	Rs. 2001 to Rs. 5000	Rs. 5001 to Rs. 10000	Rs. 10001 and above
		No. of installments for recovery			
1.	HIG	1	1	2	3
2.	MIG (B)	1	2	3	4
3.	MIG (A)	2	3	4	4
4.	LIG	2	3	4	—
5.	EWS	3	4	4	—

1.19 Before taking possession the allottee shall have to pay such various charges which shall be over and above the sale cost of the house and have not been accounted for therein. these shall be the followings :

- (a) A.S.C. The amount so charged shall be spent on construction of social and educational facilities in the colony.
- (b) Lease money__ payable to state Government.
- (c) Hire purchase deposit amount. This amount shall be deposited with the Board as caution money and can be forfeited in case of default by allottee in depositing various dues. It shall be refunded on satisfactory completion of hire purchase period.
- (d) Fire insurance
- (e) Other charges which Board may fix from time to time.

1.20 Board house shall be used only for residential purposes.

1.21 House purchased on outright sale cannot be sold before the expiry of seven years from the date of sale.

1.22 Houses allotted on hire purchase basis shall remain the property of the Board till such time the allottee clears the entire hire purchase installments on the house and the allottee shall have to sign on the prescribed hire purchase tenancy agreement of the Board in acceptance thereof. The house cannot be sold or mortgaged by allottee till the period of such agreement is over.

- 1.23 The allottee shall have to pay all taxes on the property himself / herself such as house property tax, municipal tax, development tax
(10)

etc. as demanded by concerned authorities as laid down in regulation No. 17 & 18 of the Disposal of Property regulations, 1970.

- 1.24 If an applicant gives wrong information in an affidavit / application or shall hide any facts, the allotment to him/her shall be immediately cancelled and even if the house is allotted, the Board shall be competent to cancel such allotment and take back possession of the house.

- 1.25 After depositing the required dues/ amount in the prescribed period, the applicant shall be given possession letter for the house, on production of which the Resident Engineer shall give him the possession of the house. The transfer of house shall be done in favour of the allottee after he deposits all dues and after all legal formalities are completed. If the possession of the house is not taken within three months from the date indicated in the possession letter; the allotment and registration of the applicant shall be cancelled and refund made in accordance with provisions of clause 1.15.4. however, the possession within this extended 3 month period shall be given on depositing the following charges to cover the Board's expense

<i>S. No.</i>	<i>Category</i>	<i>Per month or part there of</i>
1	EWS	150/-
2	LIG	500/-
3	MIG(A)	600/-
4	MIG(B)	800/-
5	HIG	1000/-

- 1.25.1 To avoid damage to or stealing away of articles, the following fittings/fixtures etc. shall be completed by the Housing Board within one month from actual date of taking possession by the allottee :

- (i) electric fittings / fixture,
- (ii) sanitary fittings,
- (iii) final whitewashing if not done before handing over possession.

- 1.26 As per regulation No. 19 of the Disposal of property regulations, 1970, it has been clarified that the Board shall offer the property on

hire purchase or outright sale on the basis of the property circumstances that exist at the time. The allottee should make himself / herself fully conversant with property circumstances and he/she shall be precluded from making complaint or raising objection or setting up claims regarding the property circumstances at any subsequent stage. The property shall be sold on “as is where is” basis.

1.27 Permission to exchange by mutual consent outright sale property allotted/sold to any two allottees of the same income group can be given. However in such cases the allottees shall be required to deposit one percent of sale value or Rs. 500/- whichever is less as administrative charges to the Board.

1.28 Transfer of property on the death of an allottee/applicant shall be made thus__

(a) The registration or house as the case may be can be transferred to the nominee of the applicant/allottee. To this end nomination shall be essential.

(b) In the case of an applicant/allottee who has not nominated his/her nominee, the transfer can be affected to the wife husband, daughter, son, mother father who soever is the lawful successor.

(c) In the case where neither a nominee has been nominated nor there is any lawful successor, the transfer shall be made on the basis of succession certificate.

(d) On the death of an allottee/applicant and transfer of property there as, no administrative charges shall be levied by Board.

1.29 The Board can make alterations/additions in its schemes/houses and as a result thereof if any extra work is got done and charges thereof are livable, the allottee shall have to bear such expenses and pay the amount due as per clause 1.18 or in ay such manner as may be specified by the Board.

1.30 If at any time there are not enough applicants in a GRS so that all the houses constructed by the Board can be allotted, then the Board shall be competent to open a SRS and dispose off the houses on “first come first serve” basis, the GRS notwithstanding.

- 1.31 The Board shall be fully competent to make/alter rules and regulations framed by it and these shall be binding on the registered applicants.
- 1.32 For deposition of the registration amount, the Challan form appended with the specified application form annexed herewith shall only be used. The deposit shall have to be made in the specified bank which shall keep the first and second copy and return the third and fourth copy to the applicant. The third copy of the Challan shall be enclosed with the application form as proof of deposit and the fourth copy will be kept by him. The completed application should be sent only to the Head office at the following address :-

Secretary,
Rajasthan Housing Board,
C-38, Bhagwan Dass Road.
Jaipur- 302001.

- 1.33 The applicants are advised that their change in address should be promptly intimated to the secretary, Rajasthan Housing Board at the address indicated at 1.32 above. In case of miscarriage of letters because of wrong address, no objection shall be acceptable by the Board.
- 1.34 Before presenting the form please check whether-
- (a) Registration has been sought and entered for only one city.
 - (b) The full amount of registration deposit as per income category / house income category choice has been deposited in the bank and that third copy of Challan is annexed with the form.
 - (c) The proof of income has been enclosed.
 - (d) Signatures have been made on the form.
 - (e) Proof of SC/ST handicapped (Viklang), released servicemen/widows of Defense personnels, decorated defense personnels, Board employee etc. as may be applicable is enclosed.
 - (f) Any other information asked for in the form.

Chapter II

2. Procedure for Registration.

- 2.1 An applicant shall be registered in a particular income group depending on his/her gross annual income which shall be computed as per clause 1.16.1 above. The registration amount shall have to be deposited in the scheduled Bank specified by the Board. Income certificates for private and public sector employees and affidavits/income tax certificates from other applicants shall be acceptable as proof of income.
- 2.2 No change in any circumstances shall be permitted in income category of an applicant after registration has once been done. The plea of change in income category because of elevation in service/increase in trade etc. shall not be acceptable.
- 2.3 At the time of registration, considering that about 3 to 4 years normally elapse, before the Board can allot/sell a house to the applicant and that during this period increase in emoluments and requirement in accommodation is bound to result and in view of the ban on change of income category once registered as indicated at 2.2 above, Board shall permit an applicant to opt. for any one of more than one type of houses which shall be as per table under :

S. No.	Present income category of applicant	Type of houses falling in income category for which applicant can get registered.
1.	E.W.S.	E.W.S. or L.I.G.
2.	L.I.G.	L.I.G. or M.I.G.(A) & (B)
3.	M.I.G.(A) & (B)	M.I.G. (A) & (B) or H.I.G.
4.	H.I.G.	M.I.G. (A) & (B) or H.I.G.

- 2.4 The applicant can select only one out of the more than one choices of house offered to him/her and such a choice once made and entered in the original registration form at the time of his/her getting registered shall not be allowed to be then changed under any circumstances.
- 2.5 The Registration amount to be deposited with the original application for registration shall be as per clause 1.8 but with the condition that in case an allottee opts for getting himself/herself registered for a house which is not falling in same income category as the applicant, then the registration amount payable shall be that which shall be of the particular house type. To explain the point if a person presently of E. W.S. income category opts for a house of L.I.G. as per clause 2.3, then the registration amount payable shall be that of L.I.G. income category. In other words this shall be Rs. 1800/- and not Rs. 500/- as per clause 1.8.
- 2.6.1 with the introduction of this new system of registration and allotment being introduced and in view of the liberal choice being given to the applicant as per clause 2.3 to plan ahead while registering for a house in the very first instance, the Board has withdrawn the applicant which had hither to been available to him/her and were till now being asked at the time of obtaining options for reservation lottery :-

(15)

- (i) Corner and twin house (+)
- (ii) Independent houses and flats.
- (iii) Ground floor and subsequent floors.
- (iv) Different house sizes available in the same income category limits.
- (v) Choice of houses in various colonies in the same city.
- (vi) Any other choice as above which was till now being allowed.

(+) Note: - Extra cost for corner house as decided by Board depending on land available, cost of construction and site situation shall be charged from whoever is this successful applicant.

2.6.2 No option therefore shall be open to the applicant while registering for / opting for any such options mentioned in 2.6.1 which had hither- before been option to him and were asked at the time of holding a reservation lottery. The reservation lottery itself is also being discarded with the introduction of this system and the details of new system of allotment appear in chapter 3 herewith.

2.7 An applicant therefore shall get the house as per details given by him in the very first and last chance he shall very get while registering for he house and gives in his original registration form. No change shall then be permitted and with this view due care has to be kept while filling the registration form.

2.8.1 The Rules/ Regulation as from clause 2.1 to 2.7 above are applicable for all new registration for house in the Board to be opened here after. So as to regulate the applications of the old remaining applicants including those registered in 1981, who have not been allotted houses yet and to bring them on par with the new applicants as per these rules/ regulation, an opportunity is being to such applicants to get the registration applications amended, for the necessary entries /options as per this new registrations and allotment system. To cause this to be done a notice is being issued in news- papers giving there months time to such applicants from the date of publication of the notice in news papers, in which either to get their income category changed once for all or to give options of the

particular desired house type based on the new system as allowed at 2.3 above. This revised option once shall be final.

- 2.8.2 The old applicants who are desirous of change in income category as indicated at 2.8.1 above and as a result of this have to deposit remaining registration amount as a result of switching over to a higher in come category house type, shall have to deposit this amount as per clause 1.8 and clause 1.16.2. Only then will the revised option become effective. Failure to deposit balance registration amount as required and only giving option for change of income category or house type shall not make them eligible to be counted for inclusion in the changed registrations and allotment system. They shall then be only allotted a house which falls in their originally registered income category without any choice of a higher category house either.
- 2.8.3 While option for the change of income category /House type the old applicants should keep in the various other stipulations/requirements view as indicated at clause 2.6.1 and 2.6.2 and any other as indicated in chapter 3, procedure for allotment. The requirements needed in options are however also appearing in the application form for new registration and as appended with this booklet.
- 2.8.4 The board shall permit retention of this original seniority of an old applicant who is required to clarify/revise his/her options as per clause 2.8.1 above. This is to say that if an applicant was registered in 1978 and has not been allotted a house as yet and gives a revised option under clause 2.8.1 which changes his/her income category or eligibility for house type than by giving the revised option along with deposition of 1978, which shall remain unchanged. The 'original' and 'subsequent' groups maintained here-before are being dropped with the introduction of this system.
- 2.9.1 For new applicants applying as per these rules/regulations system and for all old applicants after the receipt of revised options as per procedure outlined in clause 2.8.1 to 2.8.4, depending upon the desired income category of the house type chosen by the applicant, categorization shall be done of all the applicants in these various house income categories.

Thereafter the applicants shall be broken up and grouped according to the reserved/unreserved group etc. stipulations as per clauses 1.5.1 to 1.5.3 and preference lists shall be drawn in each of these groups (house income category wise) to determine the order in which houses shall be allotted to the various applicants in each of these lists.

- 2.9.2 The preference lists shall be drawn separately for the persons who have been registered in one particular year and the persons registered and appearing in such preference lists of one year shall be considered senior in the preference lists of a subsequent year.
- 2.9.3 The preference lists drawn year wise, house income category wise and reserved/ unreserved etc. grouping shall be published for general information. All applicants shall thus know the chances, time and the order in which he/she is get the house from the Board.
- 2.10 The procedures for registration as specified from clause 2.1 to 2.9.3 are as shall be applicable to General Registration Schemes (GRS) and Specific Registration schemes (SRS). The Board can also as per necessity decide to open a Self Financing Scheme (SFS) for HIG and MIG and MIG (B) applicants at any time. For such a scheme the salient features specified from clause 2.1 to 2.9.3 shall be applicable but in addition the following clauses shall also apply :
 - 2.10.1 The already registered applicant of GRS & SRS can also opt for registration in SFS registration scheme in addition to new applicants being registered. The original seniority year wise of the already registered. GRS and SRS applicants shall be retained while preparing the preference list for SFS registration scheme. Where pendency is very large Board may open SFS only to the existing registered applicants.
 - 2.10.2 Whenever it is decided to open a SFS registration schemes, special notification shall be issued with reference to city, colony, number and type of house, cost of houses and terms of payment etc. to enable both new applicants and or only existing GRS/SRS registered applicants as the case may be to be informed and apply for the same.
 - 2.10.3 The terms of payment unless other wise specified shall be the following for a SFS registration scheme :

- (i) 25% of estimated cost (including the amount paid as registration deposit for GFS/SRS applicants) as initial deposit on reservation of the house/flat after being termed successful in the scheme.
- (ii) 25% of estimated costs after 6 months from date of reservation.
- (iii) 25% of estimated cost after 12 months from the date of reservation.
- (iv) 20% of estimated cost after 18 months from the date of reservation.
- (v) Balance remaining cost of house/flat before handing over possession thereof.

2.10.4 The demand cum-allotment letters issued will indicate the prescribed dates by which the payments will be required to be made as per the above schedule except the 5th and final installment which will be issued, separately and which may also include the possible increase in the cost of house/flat. No separate letters will be obligatory on the part of the allottees to make the payments before the due dates indicated therein. In the event of default the allocation of the house/flat in the scheme will be liable to be cancelled. No extension beyond four months will be given under any circumstances. The extension beyond the due date of payment will be given on payment of penalty of Rs. 500/- p.m. for MIG (B) and Rs. 1000/- p.m. for HIG applicants up to 4 months beyond which no extension shall be granted. The allotment of the house/flat will be liable to be cancelled as per terms applicable with cut making any further reference to the applicant if the payment is not received within the allowed period. Rajasthan Housing Board also reserves the right to demand any of the installments earlier than the time prescribed in the schedule earlier.

Chapter III

3. Procedure for Allotment :

- 3.1 The existing system of holding/drawing two lotteries viz one reservation and another house number allotment after reservation has been discarded with the introduction of the present new system. These have proved to be time consuming and although with the holding of the reservation lottery a batch of applicants, were got selected out of a still larger group of registered applicants, still the left out persons did not know as to when they shall get the house and whether they shall figure in the next reservation lottery. The element uncertainty to an applicant was thus still left.
- 3.2.1 According to this new system preference lists of the registered applicants shall be drawn as specified in clause 2.9.1 to 2.9.3 immediately on completion of registration and the lists shall be drawn out broken up and grouped in the various house choice income groups and reserved and unreserved categories, etc as specified under clause 2.9.1. the list shall be published for information of all concerned as stipulated in clause 2.9.3. any registered applicant shall then know his/her seniority therein and the chances of getting the house. If he/she is far behind in the list then a decision by him/her of retention or withdrawing the registration can be taken with convenience. The applicants in preference lists of one year shall be senior in the lists of subsequent years.
- 3.2.2 Allotment of houses shall be made in strict order of seniority from the preference lists and for the purpose the applicants shall be selected from the lists depending upon the number of houses of various income categories available from time to time.
- 3.3 No option forms at any stage shall be invited from the applicants appearing in the preference lists since no options of any kind are now being

Allowed to the applicants as per stipulations appearing in the clause 2.6.1 and 2.6.2 He/she shall be allotted a house based on the details given by him/her in the original application form as stipulated at clause 2.7. in case of old applicants registered prior to and including those registered in 1981 and waiting for house, the procedure to bring them in line with the new system and at per with treatments to new applicant, is detailed from clause 2.8.1 to 2.8.4.

- 3.4.1 The determination of the quota for reservation for houses of various income groups in the various reserved/unreserved categories shall be done by trialing one particular sanctioned housing scheme as a whole. To explain the point further, if there are 5000 houses to be constructed in one total housing scheme but the houses are taken up phase wise i.e. 2000 houses in Phase – I in one year, 1500 houses in Phase – II next year and rest 1500 houses in Phase – III in a subsequent year and sanctions are arranged accordingly, then the quotas for house reservations of various income groups shall be determined phase wise i.e. as in Phase – I , Phase – II , and Phase – III, & not in all 5000 house as a whole. This has been done to ensure that the quota of reservation is achieved at all stages of time and the effect of cancellation of construction if any to a subsequent stage dose not fall on the reservation quota.
- 3.4.2 Since all houses of particular sanctioned housing scheme as explained at clause 3.4.1 do not get completed and offered for allotment at the same time and are available in batches, these shall be allotted as soon as these are available to the applicants of the preference lists drawn and available as per clause 3.2.1 and 3.2.2. while selecting the matching number of applicants from the various preference lists as the houses, the reserved/unreserved quota of allotments shall be kept in view by allotting in the ratio of total houses of a particular income group available in the sanctioned scheme to the number of such houses available for allotment out of it batch wise. If there is a shortfall in allotment to a particular reserved/unreserved category in one batch of house released because of fractional number of houses available, the shortfall shall be made good in next batch of allotment. Normally not less then 50 houses will be included in a lottery.
- 3.4.3 Because of the reason that all houses of the particular sanctioned housing scheme do not get completed at one time as explained at clause 3.4.2 and get completed in batches. The costing of the houses of each batch shall be different.

- 3.5.1 As soon as houses being constructed in a sanctioned housing scheme have come up to lintel level, intimation thereof shall be given by the concerned Resident Engineer to the Housing Officer. The Resident Engineer while doing so shall narrate the total number of houses whether these are of any type in the particular income category in each income category available/sanctioned for construction in the particular housing scheme and the numbers of and income category of such of the houses having reached lintel level.
- 3.5.2 The housing officer on receipt of information as at 3.5.1 shall determine the quota for reserved/unreserved houses of each income category in the total scheme and in the batch of house intimated and select an equal number of applicants from the various preference lists of each category made out as per clause 3.2.1 and as per stipulation in clause 3.2.2. letters as per clause 3.6 shall get identified.
- 3.6 Demand letters to the applicants selected under clause 3.5.2 for depositing seed money of the amount and in the manner specified under clause 1.9.1 and 1.9.2 shall then be issued by the Housing Officer. The applicant shall become eligible for being included in the house allotment lottery to be drawn as under clause 3.8.1 only if he/she has deposited all dues and penalty if any for seed money or else he/she shall not be so eligible and shall be open to action as specified under clause 1.9.3.
- 3.7 When the house of the scheme of the particular batch, information by RE to the Housing Officer of which had been made as per clause 3.5.1 have reached near completion stage and about three months is the only period between final completion, the RE shall inform the Housing Officer accordingly. While doing so he shall send the specific details as following :
- (i) Specific house nos such as 3 A 5, 3 A 7 and so on.
 - (ii) Specific income category in which the houses of (i) above fall.
 - (iii) Costing for the houses of (i) above.
 - (iv) Completion report of the houses of (i) above.
- 3.8.1 On receipt of details as under clause 3.7. the Housing Officer shall under the then prevailing rules of the Board arrange to draw a house number allotment lottery to allot the house available under clause 3.7 above to the selected applicants as per clause 3.5.2 of the preference lists. Before doing this a notice shall cause to be issued in news-papers as per

clause 1.9.3 for the information of the drawing of the house numbers allotment lottery and for giving a chance to defaulters to deposit seed money if not deposited yet with due Penalty and any other dues as may be demanded failure to do so shall debar an applicant from participating in the house number allotment lottery and his/her case shall be treated as per clause 1.9.3 in such a case the next applicant on the preference list shall be selected for house number allotment provided he/ she deposited the Board dues in time on demand as per cause 1.9.3 prior to the holding of the lottery. Normally at least 50 houses will be included in a lottery.

- 3.8.2 Allotment letters shall be issued by Housing Officer to the applicants after the process specified under clause 3.8.1 is completed and the amounts specified in such letters shall have to be deposited by the applicants. Failure to do so in the specified under clause 1.10 and 1.11. Among other charges payable shall be those specified under clause 1.19.
- 3.8.3 In case the ceiling cost fixed for the houses of the various income categories exceed because of actual construction circumstances extra costs over such ceiling shall be recovered from the hire purchase allottees as specified under clause 1.18. this facility is not available to allottees who take houses on outright purchase.
- 3.8.4 The Board is fully authorized to fix the prices of its houses as specified under cause 1.12.
- 3.9 On deposition of dues mentioned in the allotment letter of the Board as specified under clause 3.8.1 to 3.8.3, the applicants shall be given the possession letter of the house and actual possession shall be handed over as detailed at clause 1.25. failure to take the possession during the period specified shall attract the penalties as specified under this clause 1.25.
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Rajasthan Housing Board

APPLICATION FORM FOR REGISTRATION

Application for General registration for the allotment of house/flat to be constructed by the Rajasthan Housing Board.

1. Year of registration
2. Name of city/town where house/flat is required.
3. Name of applicant.
4. Name of Father/Husband
5. Nationality.
6. Address (a) Residential
 (b) Office/Business
7. Occupation and nature whether salaried/unsalaried.
8. Date of Birth
9. (a) Total gross income of the applicant including income of Spouse and dependents for the financial year of the registration.
 - (i) Income of self
 - (ii) Income of spouse
 - (iii) Income of dependents

Total Income

(Give proof of income)

- (b) State the income category under which you fall and the house income category you want to opt for

Income category of self	House category you want to opt for
EWS	EWS or LIG
LIG	LIG or MIG (A) (B)
MIG (A)	MIG (A & B) or MIG
MIG (B)	MIG (A & B) or HIG
HIG	MIG (A & B) or HIG

10. Registration amount deposited.
(Triplicate copy of Challan No.....dt.....)
Enclosed.
11. Are you entitled for concessional registration deposit being member of SC/ST etc. as mentioned at clause 1.17 of the booklet. (If so attach proof of statement.)
12. Are you a member of SC/ST RHB employee/Ex-Serviceman/Political Sufferer/ Widow of defence personnel / MP/MLA / accredited Journalist from Rajasthan / Disabled person (If so attach proof of statement)
13. Indicate term of payment whether outright / hire purchase.
14. Do you or your spouse or your dependent relation own in full or in part any freehold or leasehold residential plot or house in the city wherein you are now seeking registration for the house.
15. Enclosures.
(a) 3rd copy of Challan.

(25)

- (b) Proof of income
- (c) Any other

16. Solemn statements

- (a) I hereby declare that the above information is true to the best of the best of my knowledge and nothing has been concealed.
- (b) I hereby declare that I have carefully read and understood the terms and conditions of registration given to me along with this form and do hereby agree to abide by them.
- (c) I have read the Disposal of Property regulation 1970 of the RHB and hereby accept these. The Rajasthan Housing Board may at its discretion allot me one of the dwelling units of the income category desired by me in this form and I hereby agree to accept the same.
- (d) I shall fill an affidavit on non-judicial stamp paper of prescribed value, duly attested by a magistrate /sub judge /public-notary to this effect after the house has been allotted to me.
- (e) I or my spouse or any of my dependents do not own in full or in part on free hold or leasehold basis residential plot or in the urban area of the city in which I am applying for registration.
- (f) I have not already been reserved / allotted a house/flat by the Board anywhere in Rajasthan.

Note: The term Housing officer in these instructions will include any other officer designated by the Board from time to time to perform these functions.

- (g) In the event of my death I nominate the following persons in order of preference as my nominee.

S.No.	Name	Age	Relation
1			
2			
3			

(26)

(The nominee shall be entitled to allotment according to his/her income group entitlement)

Attested
Notary Public / Gazette Officer

Signature of applicant

(Seal)

Place _____

Date _____

ACKNOWLEDGEMENT

To be filled by applicant No. of application from _____

RAJASTHAN HOUSING BOARD

Received application bearing the number mentioned above for registration and allotment of house in city along with

enclosures mentioned in the application form.

Date.....

Signature of Receipt Clerk
Rajasthan Housing Board.

<p>Challan Form No. R/82 RAJASTHAN HOUSING BOARD (Form for Deposition the Registration Amount) I ORIGINAL</p> <p>1. Name of city of Registration 2. Present Income category EWS/LIG/MIG (A) / MIG (B) / HIG 3. House category Desired EWS/LIG / MIG (A) /MIG (B)/HIG</p> <p style="text-align: right;">Date</p>	<p>Challan Form No. R/82 RAJASTHAN HOUSING BOARD (Form for Deposition the Registration Amount) II DUPLICATE</p> <p>(To be sent to the Rajasthan Housing Board by the Bank with its daily accounts)</p> <p>1. Name of city of Registration 2. Present Income category EWS/LIG/MIG (A) /MIG (B) / HIG 3. House category Desiard EWS/LIG/MIG (A) / MIG (B)/HIG</p> <p style="text-align: right;">Date</p>	<p>Challan Form No. R/82 RAJASTHAN HOUSING BOARD (Form for Deposition the Registration Amount) III TRIPPLICATE</p> <p>(To be handed over by the Bank to the applicant making the payment for furnishing it to the Rajasthan Housing Board with the application for allotment).</p> <p>1. Name of city of Registration 2. Present Income category EWS / LIG/MIG (A) / MIG (B) / HIG 3. House category Desiard EWS/LIG/MIG (A)/ MIG (B) /HIG</p> <p style="text-align: right;">Date</p>	<p>Challan Form No. R/82 RAJASTHAN HOUSING BOARD (Form for Deposition the Registration Amount) IV QUADRUPPLICATE</p> <p>(To be handed over by the Bank of the applicant making payment for retaining it with him)</p> <p>1. Name of city of Registration 2. Present Income category EWS / LIG MIG (A) / MIG (B) / HIG 3. House category Desiard EWS / LIG / MIG (A) / MIG (B) / HIG</p> <p style="text-align: right;">Date</p>														
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