



हरियाणा शहरी विकास प्राधिकरण

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1. Introduction

Haryana Shehri Vikas Pradhikaran (HSVP), is an urban planning agency established in 1977 for planned development of cities in Haryana. The Haryana Chief Minister is the Chairman of the authority. The authority is responsible for development and maintenance of the residential areas, commercial areas, industrial areas and institutional areas. The authority has divided the districts of Haryana into five divisions or zones - Faridabad Zone, Gurgaon Zone, Hisar Zone, Panchkula Zone and Rohtak Zone.

1.1 Objectives

The objectives of the document are to:

- Explain various features of the Apply Online Services
- Explain end to end processing of the system
- Enable the user to easily understand the various functions of the Apply Online Services and operations

1.2 Users

The users of the application can be categorized into the following categories:

- Allottees
- Citizen
- Officials
- Banks

2. About the Online Application System

The online application system will help user to avail following list of Application types:

| S.No. | Application Type |
|-------|--|
| 1. | Mortgage Permission Letter |
| 2. | De- Mortgage permission Letter |
| 3. | Transfer Permission Letter (Through Allottee) |
| 4. | Transfer Permission Letter (Within Family) |
| 5. | Transfer Permission Letter (Through GPA) |
| 6. | Transfer Permission Letter/Re-Allotment Letter(Through Court Decree) |
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| 10. | Re-Allotment Letter (Through GPA) |
| 11. | Surrender of Application (e-Auction) |
| 12. | Re-schedule Appointment |
| 13. | Withdraw GPA Permission |

3. Quick Start Tips

The web portal has been developed to be as intuitive as possible. Here are some important tips for using the portal:

3.1 Log on to the website – www.hsvphry.org.in

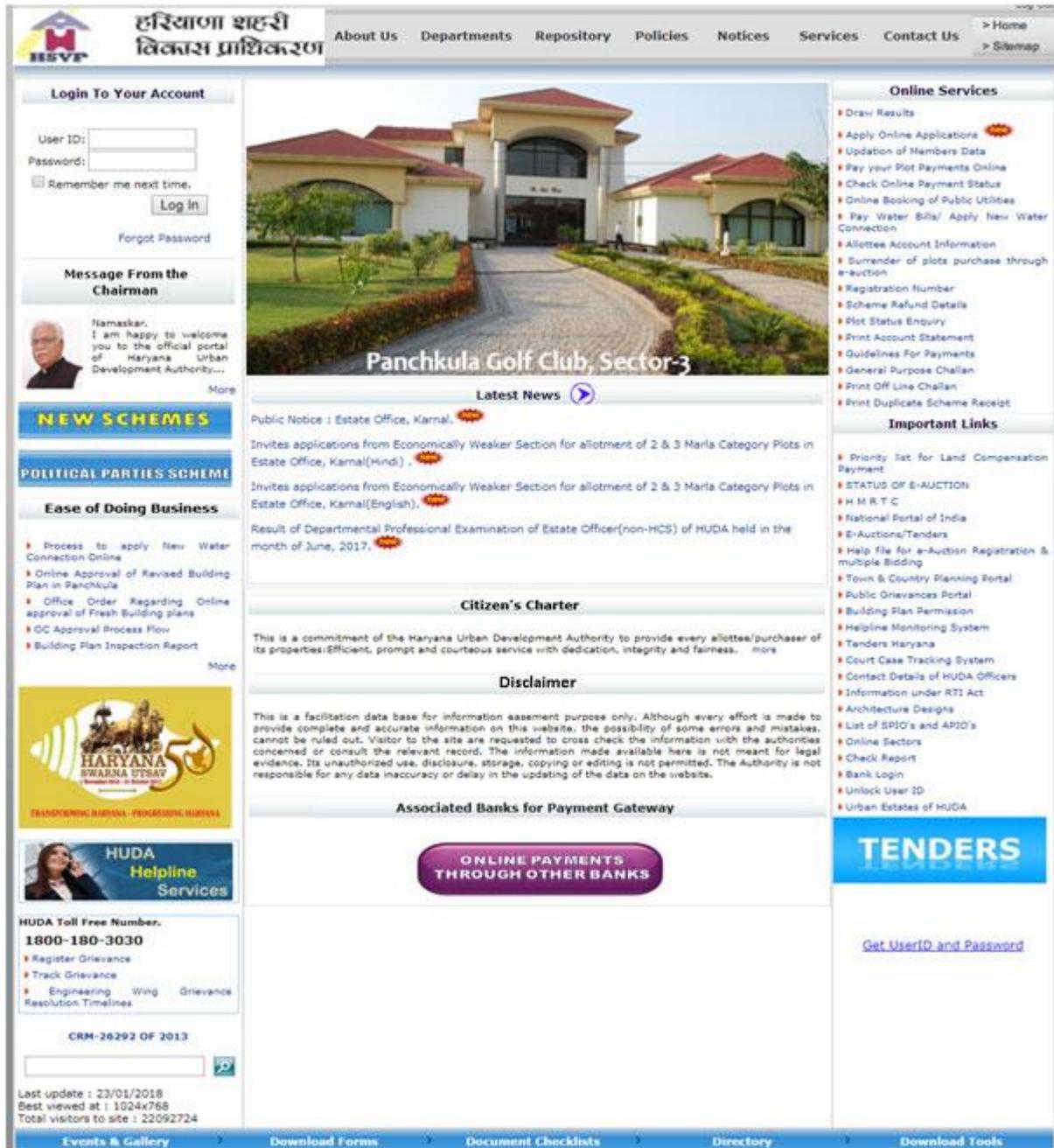


Figure 1: Log on to the website

3.2 Login with User ID and Password

The screenshot shows the Haryana Urban Development Authority (HUDA) website. At the top, there is a navigation menu with links for About Us, Departments, Repository, Policies, Notices, Services, Contact Us, Home, and Sitemap. The main header features the HUDA logo and the text 'हरियाणा शहरी विकास प्राधिकरण'. Below the header, there is a 'Login To Your Account' section with a form for User ID and Password, a 'Remember me next time.' checkbox, and a 'Log In' button. A red arrow points to the 'Log In' button. Below the login form, there is a 'Message From the Chairman' section with a photo of the Chairman and a message. The main content area features a large image of the Panchkula Golf Club, Sector-3, with the text 'Panchkula Golf Club, Sector-3' overlaid. Below the image, there is a 'Latest News' section with several news items. To the right, there is an 'Online Services' section with a list of services and an 'Important Links' section with a list of links. At the bottom, there is a 'Citizen's Charter' section, a 'Disclaimer' section, an 'Associated Banks for Payment Gateway' section, and a 'TENDERS' section. The footer contains links for Events & Gallery, Download Forms, Document Checklists, Directory, and Download Tools.

Figure 2 Login with User ID and Password

3.3 Fill in the mandatory details, if you are new user:

Complete Registration

Personal Details

First Name

Last Name

User ID

Date of Birth* (DD/MM/YYYY)

Gender*

Place of Birth

District of Birth

State of Birth

Marital Status*

Father's Name

Father's Surname

Mother's Name

Contact Details

Address1

Address2

Address3

City

State

Pin Code*

Residence Number

Office Number

Office Extension Number

Mobile Number*

Aadhar Number*

Fax Number

Password Information

E-mail ID*

Security Question*

Security Answer*

Update User Account

Details already Fetched from user Account

Figure 3 Fill in the mandatory details

System will redirect you to Homepage after submitting details. However in case you are not a new user, the above step will be redirected to home page directly.

Figure 4 Homepage

3.4 Select Suitable Application Type:

- Select suitable “Application Type”
- Click on “Proceed”

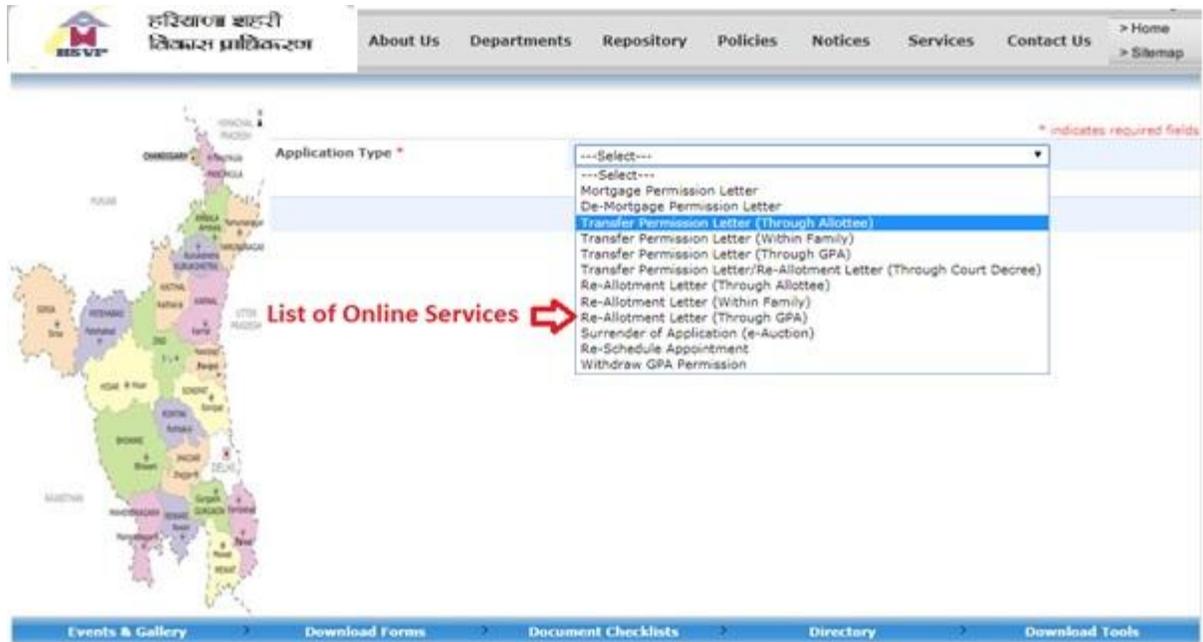


Figure 5 Select Application Type

3.5 Different procedure for different application:

3.5.1 Mortgage Permission Letter

- Select “Appointment Time Slot”
- Name of Bank/Institution and address in favor of which permission is to be granted
- Upload required Document
- After filing the form, click on “Proceed’ and user will receive “Online Application Receipt”

The screenshot displays the 'Mortgage Permission Letter' application form on the HUDA website. The form is titled 'Mortgage Permission Letter' and includes a navigation menu at the top with links for 'About Us', 'Departments', 'Repository', 'Policies', 'Notices', 'Services', and 'Contact Us'. The form fields are as follows:

- Appointment Time Slots * (Dropdown menu)
- Name of Allottee *
- Father/Spouse Name *
- Address *
- Contact No./Mobile No. *
- Aadhar No. *
- Plot No. *
- Sector No. *
- Urban Estate *
- Type of Property *
- Size of Plot *
- Name of Bank/Institution and address in favour of which permission is to be granted *

The form also includes an 'Upload Documents' section with a 'Choose File' button and a 'No file chosen' message. Below this is a 'Declaration' section where the applicant undertakes that the property is free from encumbrances and that they will indemnify the HUDA and its officers. A 'Verification' section follows, where the applicant verifies the contents of the application. At the bottom of the form, there are 'Proceed' and 'Back To Home' buttons. A map of Haryana is visible on the left side of the form, and a red arrow points to the 'Upload Document' button.

Figure 6 Mortgage Permission Letter

3.5.2 De-Mortgage Permission Letter

- Upload required Document
- After filing the form, click on “Proceed’ and user will receive “Online Application Receipt”

* indicates required fields

| | |
|--------------------------|----------------------|
| Name of Allottee * | <input type="text"/> |
| Father/Spouse Name * | <input type="text"/> |
| Address * | <input type="text"/> |
| Contact No./Mobile No. * | <input type="text"/> |
| Aadhar No. * | <input type="text"/> |
| Plot No. * | <input type="text"/> |
| Sector No. * | <input type="text"/> |
| Urban Estate * | <input type="text"/> |
| Type of Property * | <input type="text"/> |
| Size of Plot * | <input type="text"/> |
| Approval Letter Memo No* | <input type="text"/> |
| Approval Letter Date* | <input type="text"/> |

Upload Documents : (Each file should be less than 500kb. and .pdf only)

1) NOC from Bank/Institution containing the details including plot/property no. and sector * No file chosen

Declaration : I undertake that

- The aforesaid plot/property is free from all encumbrances, litigation, dispute, attachments/court case etc.
- The said plot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & conditions of allotment.
- If the Haryana Urban Development Authority suffers any loss on account of De-Mortgage of above said plot/property, then I/we and my/our legal heirs will be responsible for the same and will indemnify the HUDA and its officers.
- I/we have uploaded the scanned copies of the following Original documents which I will show at the time of my/our appointment/appearance at Estate Office:
 - NOC from Bank/Institution containing the details including plot/property no. and sector.

Verification :

I hereby verify that the contents of above said application are true and correct. No part of it is false and nothing material has been concealed therein. If at any stage the same is found to be incorrect or false, I shall be fully responsible for the same and will indemnify the HUDA and its officers.

I have read all Terms & Condition and I accept all Terms & Coditions.

Figure 7 De-Mortgage Permission Letter

3.5.3 Transfer Permission Letter (Through Allottee)

- Select “Appointment Time Slot”
- Select “Building Constructed” as “Yes” or “No” and fill further details if needed
- Enter all the Details of “Proposed Applicant/Transferee”

- Select “Yes” to “Add Transferee Joint Holder Detail” if property is a joint hold property
- Click on “Proceed” to go to “Payment Gateway”
- After payment, user will receive “Online Application Receipt”

The screenshot displays the 'Online Transfer Permission Letter (Through Allottee)' form on the Haryana Urban Development Authority (HUDA) website. The form is divided into several sections:

- Appointment Time Slots:** A dropdown menu with a red callout '1 Select "Time Slot"'. A note indicates that an asterisk (*) denotes required fields.
- Allottee Details:** Fields for Name of Allottee, Father/Spouse Name, Address, Contact No./Mobile No., Aadhar No., Plot No., Sector No., Urban Estate, Type of Property, and Size of Plot.
- Details of Proposed Applicant/Transferee:** Fields for Name, Permanent Address, Aadhar No., Martial Status, Email ID, Father/Spouse Name, Correspondence Address, Gender, and Contact/Mobile No. A red callout '2 Enter "Details of Transferee"' points to the Name field.
- Add Transferee Joint Holder Detail:** Radio buttons for 'Yes' and 'No'. A red callout '3 Select "Yes" for Transferee joint Holder' points to the 'Yes' option.
- Application Fee Detail:** Fields for Fee Type (ADMIN), Inclusive of SGST(9%) + CGST(9%) (900), and Total Amount (5900).
- Upload Documents:** Two 'Choose File' buttons for 'Front Side Photo of Property' and 'Rear Side Photo of Property'. A red callout '4 Upload Documents' points to the first button.
- Declaration:** A section where the user undertakes that the property is free from encumbrances, litigation, etc., and that the boundary wall is constructed or not required.
- Verification:** A section where the user verifies the contents of the application and accepts all terms and conditions.

At the bottom of the form, there are 'Proceed' and 'Back To Home' buttons. A red arrow points to the 'Proceed' button with the text 'If "Add Transferee joint holder" is "YES"'. The footer of the website includes links for 'Events & Gallery', 'Download Forms', 'Document Checklists', 'Directory', and 'Download Tools'.

Figure 8 Transfer Permission Letter through Allottee

Note: Sample of Photographs to be uploaded are mentioned in Annexure - I

हरियाणा शहरी विकास प्राधिकरण

About Us Departments Repository Policies Notices Services Contact Us

Online Transfer Permission Letter (Through Allottee)

* indicates required

Appointment Time Slots *

Name of Allottee *

Father/Spouse Name *

Address *

Contact No./Mobile No. *

Aadhar No. *

Plot No. *

Sector No. *

Urban Estate *

Type of Property *

Size of Plot *

Building Constructed * No

Details of Proposed Applicant/Transferee

Name * Father/Spouse Name *

Permanent Address * Correspondence Address *

Aadhar No. * Gender * Male

Marital Status * ---Select--- * Contact/Mobile No. *

Email ID * 1

Add Transferee Joint Holder Detail Yes No

Enter "Details of Joint Holder No.-2" if "Add Transferee Joint Holder Detail". "Yes"

Transferee Joint Holder No. : 2

Name * Father/Spouse Name *

Permanent Address * Correspondence Address *

Aadhar No. * Gender * ---Select--- *

Marital Status * ---Select--- * Contact/Mobile No. *

Email ID * 3

"Edit" for Change

Added " Details of "Transferee Joint Holder no.- 1"

| S.No | Name | Father/Spouse Name | Address | Gender | MaritalStatus | Aadhar No | Mobile No |
|------|------|--------------------|---------|--------|---------------|-----------|-----------|
| 1 | | | | | | | |

Fee Type : ADMIN Fee : 5000.00

Inclusive of SGST(9%) + CGST(9%): 900 Total Amount : 5900

Upload Documents : (Each file should be less than 500kb and .jpeg/.jpg or)

1) Front Side Photo of Property * Choose File No file chosen

2) Rear Side Photo of Property * Choose File No file chosen

Declaration : I undertake that

- The aforesaid plot/property is free from all encumbrances, litigation, disputes, attachments/court case etc.
- The 9" boundary wall is constructed or 9" boundary wall is not required to be constructed because of non offer of possession.
- The aforesaid plot/property has not been mortgaged with any Bank/Financial Institution.
- The said plot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & conditions of allotment.
- Occupation Certificate has been issued or O.C. has not been issued as the plot is vacant. In case of constructed properties, I/We will app for issuance of O.C. within 30 days of the transfer of the plot/property in My/Our names.
- If the Haryana Urban Development Authority suffers any loss on account of transfer of the above said porperty, then I/We and My/Our legal heirs will be responsible for the same and will indemnify the HUDA and its officers.

Verification :

I hereby certify that the contents of above said application are true and correct. No part of it is false and untrue material has been

Figure 9 Add Transferee Joint Holder

Click on "Proceed" to go to "Payment Gateway"



https://pgi.billdesk.com/pgidsk/ProcessPayment?sessionid=0000Id_EvzB0oE...

Credit Card

Debit Card

Debit Card + ATM PIN

Internet Banking

Pay by Credit Card

Card Number

Expiration Date **CW/ CVC**

Card Holder Name

Make Payment

[Cancel](#)

Figure 10 Online Payment

HARYANA URBAN DEVELOPMENT AUTHORITY
Online Application Form for Transfer Permission Letter
(Through Allottee) Panchkula

Application No./ (Application Type) : _____

Name of Allottee (S) : _____

Father/Spouse Name : _____

Address : _____

Contact No./Mobile No. : _____

Plot No. : _____

Sector No. : _____

Type of Property (Residential/Commercial) : _____

Size of Plot : _____

*** Details of Proposed Applicant(s)/Transfree(s):**

| | |
|------------------------------|----------------------------------|
| Name : _____ | Father/SpouseName : _____ |
| Corr. Address : _____ | Per. Address : _____ |
| Gender : _____ | Marital Status : _____ |

Declaration :-
I undertake that:-

A). The aforesaid plot/property is free from all encumbrances, litigation, dispute, attachments/court case etc.

B). The 9" boundry wall is constructed OR 9" boundry wall is not required to be constructed because of non offer of possession.

C). The aforesaid plot/property has not been mortgaged with any bank/Financial institution.

D). The said plot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & conditions of allotment

E). Occupation Certificate has been issued OR O.C has not been issued as the plot is vacant. I/We will apply for issuance of O.C. within 30 days of the transfer of the plot/property in my /out name.

F). If the Haryana Urban Development Authority suffers any loss on aaccount of transfer of the above said property, then I/We and My/Out legal heris will be responsible for the same and will indemnify the HUDA and its officers.

G). For more detail please login to HUDA Portal.

VERIFICATION:-
I hereby verify that the contents of above said application are true and correct. No part of it is false and noting materialhas been concealed therein. If at any stage the same is found to be incorrect or false, i shall be fully responsible for the same and will indemnify the HUDA and its officers.

Details of Payments:- ₹ _____ **Appointment Date :-** 09/01/2018 (10:00 AM - 10:30 AM)

Figure 11 Appointment Receipt

3.5.4 Transfer Permission Letter (Within Family)

- Select “Appointment Time Slot”
- Click on “Proceed” to go to “Payment Gateway”
- After payment, user will receive “Online Application Receipt”

The screenshot shows the 'Online Transfer Permission Letter (Within Family)' form. At the top left is the Haryana Urban Development Authority (HUDA) logo and name in Hindi. The navigation menu includes 'About Us', 'Departments', 'Repository', 'Policies', 'Notices', 'Services', and 'Contact Us'. A map of Haryana is visible on the left side of the form.

The form fields are as follows:

- Appointment Time Slots ***: A dropdown menu with a red arrow pointing to it labeled '1' and 'Select "Time Slot"'. A note '* indicates required fields' is present.
- Name of Allottee ***: Text input field.
- Father/Spouse Name ***: Text input field.
- Address ***: Text input field.
- Contact No./Mobile No. ***: Text input field.
- Aadhar No. ***: Text input field.
- Plot No. ***: Text input field.
- Sector No. ***: Text input field.
- Urban Estate ***: Text input field.
- Type of Property ***: Text input field.
- Size of Plot ***: Text input field.
- Building Constructed ***: A dropdown menu with '---Select---'.

Details of Proposed Applicant/Transferee

| | | | |
|----------------------------|----------------------|---------------------------------|----------------------|
| Name * | <input type="text"/> | Father/Spouse Name * | <input type="text"/> |
| Permanent Address * | <input type="text"/> | Correspondence Address * | <input type="text"/> |
| Aadhar No. * | <input type="text"/> | Gender * | ---Select--- |
| Marital Status * | ---Select--- | Contact/Mobile No. * | <input type="text"/> |
| Relation * | ---Select--- | Email ID * | <input type="text"/> |

Add Transferee Joint Holder Detail : Yes No

Application Fee Detail :

| | | | |
|--|-------|-----------------------|---------|
| Fee Type : | ADMIN | Fee : | 5000.00 |
| Inclusive of SGST(9%) + CGST(9%): | 900 | Total Amount : | 5900 |

Upload Documents : (Each file should be less than 500kb.)

| | | |
|---|-------------|----------------|
| 1) Front Side Photo of Property * (jpeg/png only) | Choose File | No file chosen |
| 2) Rear Side Photo of Property * (jpeg/png only) | Choose File | No file chosen |
| 3) Proof Regarding Relationship * (pdf only) | Choose File | No file chosen |

Declaration : I undertake that

- The aforesaid plot/property is free from all encumbrances, litigation, disputes, attachments/court case etc.
- The 9' boundary wall is constructed or 9' boundary wall is not required to be constructed because of non offer of possession.
- The aforesaid plot/property has not been mortgaged with any Bank/Financial Institution.
- Occupation Certificate has been issued or O.C. has not been issued as the plot is vacant.
- The said plot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & condions of allotment.
- If the Haryana Urban Development Authority suffers any loss on account of transfer of the above said porperty, then I/We and My/Our legal heirs will be responsible for the same and will indemnify the HUDA and its officers.
- I/We have uploaded the scanned copies of the following documents which I will show at the time of my/our appointment/appearance at Estate Office:
 - Proof regarding relationship like Aadhar Card/Driving License/Passport/Ration Card/Matriculation Certificate.

Verification :

I hereby verify that the contents of above said application are true and correct. No part of it is false and nothing material has been concealed therein. If at any stage the same is found to be incorrect or false, I shall be fully responsible for the same and will indemnify the HUDA and its officers.

I have read all Terms & Condition and I accept all Terms & Conditions.

At the bottom, there is a 'Proceed' button with a red arrow pointing to it labeled '3' and 'Proceed to go to "Payment Gateway"'. A 'Back To Home' button is also visible.

Figure 12 Transfer Permission Letter within Family

3.5.5 Transfer Permission Letter (With GPA)

- Select “Appointment Time Slot”

- Enter details of GPA and upload documents
- Click on “Proceed” to go to “Payment Gateway”
- After payment, user will receive “Online Application Receipt”

The screenshot shows the 'Online Transfer Permission Letter (Through GPA)' form on the Haryana Urban Development Authority (HUDA) website. The form is divided into several sections:

- Appointment Time Slots:** A dropdown menu with a callout '1 Select "Time Slot"'. A note indicates that an asterisk (*) denotes required fields.
- Applicant Details:** Fields for Name of Allottee, Father/Spouse Name, Address, and Aadhar No. of Allottee. A callout '2 Enter Details of GPA' points to the GPA Holder section.
- GPA Holder Details:** A green-shaded section containing fields for Name of GPA Holder, GPA Father/Spouse Name, GPA Holder Address, GPA Contact No./Mobile No., and Aadhar No. of GPA.
- Property Details:** Fields for Plot No., Sector No., Urban Estate, Type of Property, and Size of Plot. A dropdown for Building Constructed is also present.
- Details of Proposed Applicant/Transferee:** Fields for Name, Permanent Address, Aadhar No., Marital Status, Email ID, Father/Spouse Name, Correspondence Address, Gender, and Contact/Mobile No.
- Application Fee Detail:** A section with radio buttons for 'Add Transferee Joint Holder Detail' (Yes/No), and input fields for Fee Type (ADMIN), Fee (5000.00), Inclusive of SGST(9%) + CGST(9%) (900), and Total Amount (5900).
- Upload Documents:** A green-shaded section with two file upload fields: '1) Front Side Photo of Property' and '2) Rear Side Photo of Property'. A callout '3 Upload Documents' points to this section.
- Declaration:** A list of 8 statements that the applicant undertakes, covering encumbrances, mortgages, purpose of use, O.C. issuance, consideration, and indemnity.
- Verification:** A statement where the applicant verifies the truth and correctness of the application.
- Final Step:** A checkbox for 'I have read all Terms & Conditions and I accept all Terms & Conditions.' followed by a callout '4 Proceed to go to "Payment Gateway"' pointing to the 'Proceed' button.

Figure 13 Transfer Permission Letter with GPA

3.5.6 Transfer Permission Letter (Through Court Decree)

- Select “Appointment Time Slot”
- Enter details of GPA and upload documents

- Click on “Proceed” to go to “Payment Gateway”
- After payment, user will receive “Online Application Receipt”

Online Transfer Permission Letter (Through Court Decree)

Appointment Time Slots * * indicates required fields

Name of Allottee *

Father/Spouse Name *

Address *

Contact No./Mobile No. *

Aadhar No. *

Plot No. *

Sector No. *

Urban Estate *

Type of Property *

Size of Plot *

Building Constructed * * Enter Details of the Court Decree

Details of Court Decree:

Registration No.* Registration Date*

Details of Proposed Applicant/Transferee:

Name * Father/Spouse Name *

Permanent Address * Correspondence Address *

Aadhar No. * Gender *

Marital Status * Contact/Mobile No. *

Email ID *

Add Transferee Joint Holder Detail : Yes No

Application Fee Detail :

Fee Type : Fee :

Inclusive of SGST(9%) + CGST(9%): Total Amount :

Upload Documents : (Each file should be less than 500kb Only.)

1) Front Side Photo of Property * (jpg/png only) No file chosen

2) Rear Side Photo of Property * (jpg/png only) No file chosen

3) Original Death Certificate * (pdf only) No file chosen

4) Original allotment letter/Re-allotment letter * (pdf only) No file chosen

5) Original Registered Court Decree * (pdf only) No file chosen

Declaration : I undertake that

1. The aforesaid plot/property is free from all encumbrances, litigation, dispute, attachments/court case etc.
2. The 9' boundary wall is constructed or 9' boundary wall is not required to be constructed because of non offer of possession.
3. The aforesaid plot/property has not been mortgaged with any Bank/Financial Institution.
4. The said plot / property is used for the purpose for which it was allotted and there is no misuse / violations of the terms & conditions of allotment.
5. I/we shall be responsible for all kinds of payment/dues/formalities as etc. in connection with the said plot/property in case the share of the deceased in the said plot/property is transferred in my/our name on the basis of the above mentioned Will, which has not been cancelled /revoked and is valid & fully operative till date. There is no other will/registered or unregistered executed by the above said allottee/re-allottee in respect of the above mentioned plot/property.
6. I/we shall be responsible for all kinds of payment/dues/formalities as etc. in connection with the said house in case the share of the deceased in the said house is transferred in my/our name on the basis of above mentioned decree of court.
7. I/we shall not raise any dispute in respect of interest paid by the transferor in respect of said plot/property as per policy of HUDA from time to time.
8. If the Haryana Urban Development Authority suffers any loss on account of transfer permission/Cancellations of above said plot/property, then I/We and My/Our legal heirs will be responsible for the same and will indemnify the HUDA and its officers.
9. I/We have uploaded the scanned copies of the following documents which I will show at the time of my/our appointment/appearance at Estate Office:
 - i.) Original Death Certificate.
 - ii.) Original Allotment Letter/Re-allotment Letter.
 - iii.) Original Registered Court Decree.

Verification :

I hereby verify that the contents of above said application are true and correct. No part of it is false and nothing material has been concealed therein. If at any stage the same is found to be incorrect or false, I shall be fully responsible for the same and will indemnify the HUDA and its officers.

I have read all Terms & Conditions and I accept all Terms & Conditions.

Proceed to go to Payment Gateway

Figure 14 Transfer Permission Letter (Through Court Decree)

3.5.7 Transfer Permission Letter(NRI)

- Step 1: Go to the Website www.hsvphry.org.in
- Step 2: Click on “ Apply online Application for NRI”

- Step 3: Enter “User ID and Password”



Figure 15 Log on to the Website: Apply online Application for NRI

- Step 4: Select “ Application Type” and Proceed

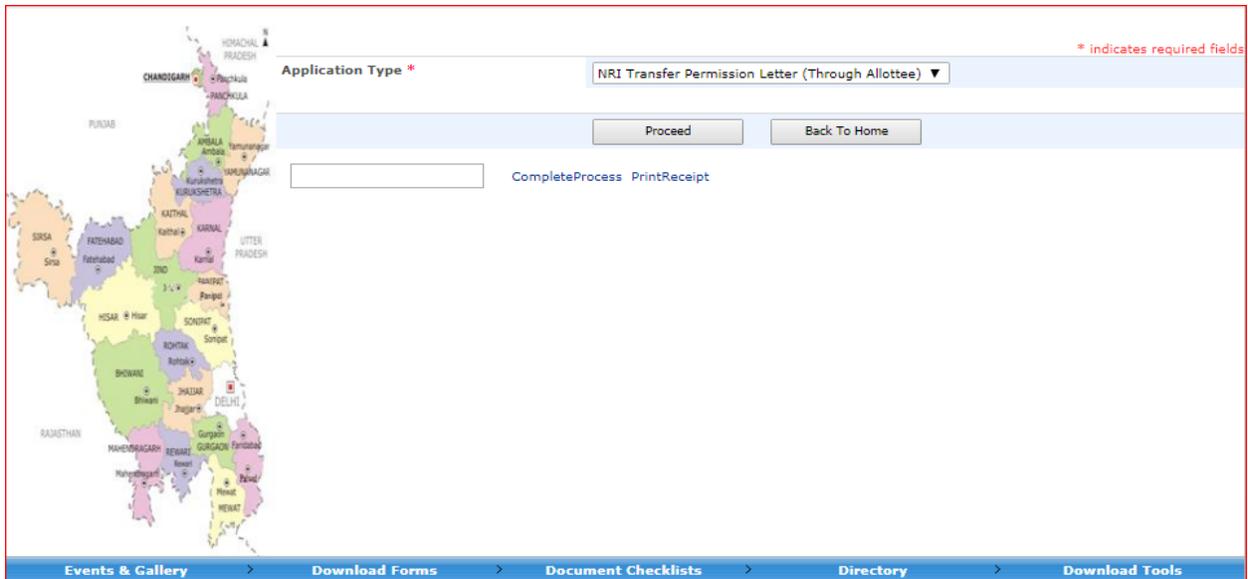


Figure 16 Select Application Type

- Step 5: Fill in all the Details in the Form and Update the Details

Update Aadhar, OCI Number, Mobile Number & Email

Select Your Nationality *

Aadhar Number

OCI Number

Mobile Number *

Email ID *

Update Aadhar, OCI Number, Mobile Number & Email of Joint Holders

| S.No. | Joint Holder Name | Father/Spouse Name | Gender | |
|-------|-------------------|--------------------|--------|--------|
| 1 | | | | Select |

(Please Select Joint Holder from above list)

Joint Holder Name *

Select Your Nationality *

Aadhar Number

OCI Number

Mobile Number *

Email ID *

Figure 17 Fill in Mandatory Details

- Step 6: Enter all the Details in Application Form and Proceed to go to the Payment Gateway.

* indicates required field:

| | | | |
|---------------------------------|----------------------|--|--|
| Appointment Time Slots * | Select... ▼ | | |
| Name of Allottee * | <input type="text"/> | | |
| Father/Spouse Name * | <input type="text"/> | | |
| Address * | <input type="text"/> | | |
| Contact No./Mobile No. * | <input type="text"/> | | |
| Aadhar No. | <input type="text"/> | | |
| OCI No. | <input type="text"/> | | |
| Plot No. * | <input type="text"/> | | |
| Sector No. * | <input type="text"/> | | |
| Urban Estate * | <input type="text"/> | | |
| Type of Property * | <input type="text"/> | | |
| Size of Plot * | <input type="text"/> | | |
| Building Constructed * | ---Select--- ▼ | | |

Fill Details of Transferee

| | | | |
|---|----------------------|---------------------------------|----------------------|
| Details of Proposed Applicant/Transferee | | | |
| Name * | <input type="text"/> | Father/Spouse Name * | <input type="text"/> |
| Parmanent Address * | <input type="text"/> | Correspondence Address * | <input type="text"/> |
| Nationality* | ---Select--- ▼ | OCI Number | <input type="text"/> |
| Aadhar No. | <input type="text"/> | Gender* | ---Select--- ▼ |
| Marital Status* | ---Select--- ▼ | Contact/Mobile No. * | <input type="text"/> |
| Email ID* | <input type="text"/> | | |

Add Transferee Joint Holder Detail : Yes No

| | | | |
|--|------------------------------------|-----------------------|--------------------------------------|
| Application Fee Detail : | | | |
| Fee Type : | <input type="text" value="ADMIN"/> | Fee : | <input type="text" value="5000.00"/> |
| Inclusive of SGST(9%) + CGST(9%): | <input type="text" value="900"/> | Total Amount : | <input type="text" value="5900"/> |

Upload Documents

(Each file should be less than 500kb.)

| | | |
|---|--|----------------|
| 1) Front Side Photo of Property * (jpeg only) | <input type="button" value="Choose File"/> | No file chosen |
| 2) Rear Side Photo of Property * (jpeg only) | <input type="button" value="Choose File"/> | No file chosen |
| 3) OCI Number * (pdf only) | <input type="button" value="Choose File"/> | No file chosen |
| 4) Passport Number * (pdf only) | <input type="button" value="Choose File"/> | No file chosen |

Declaration : I undertake that

1. The aforesaid plot/property is free from all encumbrances, litigation, disputes, attachments/court case etc.
2. The 9" boundary wall is constructed or 9" boundary wall is not required to be constructed because of non offer of possession.
3. The aforesaid plot/property has not been mortgaged with any Bank/Financial Institution.
4. The said plot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & conditions of allotment.
5. Occupation Certificate has been issued or O.C. has not been issued as the plot is vacant. In case of constructed properties, I/We will apply for issuance of O.C. within 30 days of the transfer of the plot/property in My/Our names.
6. If the Haryana Shahari Vikas Pradhikaran suffers any loss on account of transfer of the above said porperty, then I/We and My/Our legal heirs will be responsible for the same and will indemnify the HSVP and its officers.

Verification :
I hereby verify that the contents of above said application are true and correct. No part of it is false and nothing material has been concealed therein. If at any stage the same is found to be incorrect or false, I shall be fully responsible for the same and will indemnify the HSVP and its officers.

I have read all Terms & Condition and I accept all Terms & Coditions.

Figure 18 Transfer Permission Letter (NRI)

3.5.8 Re-Allotment Letter(Through Allottee/Within Family/Through GPA)

- Select “Appointment Time Slot”
- Enter transfer permission details and upload required documents
- Click on “Proceed” to go to “Payment Gateway”
- After payment, user will receive “Online Application Receipt”

The screenshot shows the 'Online Application Re-Allotment Letter' form. It features a navigation bar at the top with links for Departments, Repository, Policies, Notices, Services, and Contact Us. The form is divided into several sections:

- Personal Details:** Name of Allottee, Father/Spouse Name, Address, Contact No./Mobile No., Aadhar No., Plot No., Sector No., Urban Estate, Type of Property, and Size of Plot (10 DM-10 Marla).
- Transfer Permission Letter Details:** Transfer Permission No. and Date (DD/MM/YYYY).
- Application Fee Details:** Fee Type (ADMIN), Fee (5000.00), Inclusive of SGST(9%) + CGST(9%) (900.00), and Total Amount (5900.00).
- Upload Documents:** Three items are listed for upload, each with a 'Choose File' button and 'No file chosen' status. A note specifies that the file size should be less than 5000 and in pdf format.
- Declaration:** A section where the user undertakes that the plot/property is free from all encumbrances and that they will be responsible for any loss on account of transfer.
- Verification:** A section where the user verifies that the contents of the application are true and correct.

Red callout boxes with arrows point to the 'Transfer Permission Letter Details' section (labeled 'Enter Transfer Permission Letter Details') and the 'Upload Documents' section (labeled 'Upload Documents').

Figure 19 Re-Allotment Letter (Through Allottee/ Within Family/Through GPA)

3.5.9 Surrender of Application (e-Auction)

- Details are automatically fetch from user account
- User needs to click on “Get Details” and user will be redirected to next page
- Enter contact details and remarks
- Click on “Submit Application” and user will receive application receipt

Application For Surrender of Plot

Application For*

Urban Estate Code* Sector Id* Plot Number*

Property Category*

Property Sub Category*

Details Already Fetched From User Account

Application will be redirected to fill in Surrender Details

Events & Gallery | Download Forms | Document Checklists | Download Tools

Feed Back | Help

This site is best viewed on IE & Mozilla Firefox.
 Node/ Officer: Mr. Sanjay Sharma
 General Manager (Information Technology)
 Phone: 1800-180-3030, Email: queryhuda@gmail.com

Haryana Urban Development Authority

Figure20 Surrender of Application

Application For Surrender of Plot

Application For*

Urban Estate Code* Sector Id* Plot Number*

Property Category*

Property Sub Category*

Name

Father/Husband Name

Permanent Address

Correspondence Address

Application Date Contact Number*

Email ID Total Payment Received

Amount Forfeited Refund Due

Applicant's Remarks

"Submit Application"

Details Already Fetched From User Account

Events & Gallery | Download Forms | Document Checklists | Directory | Download Tools

Feed Back | Help

This site is best viewed on IE & Mozilla Firefox.
 Node/ Officer: Mr. Sanjay Sharma
 General Manager (Information Technology)
 Phone: 1800-180-3030, Email: queryhuda@gmail.com

Haryana Urban Development Authority

Figure21 Submission of Surrender Application

3.6.0 Easy Appointment Re-scheduling

- Select “Re-Schedule Appointment”
- Appointment will be rescheduled

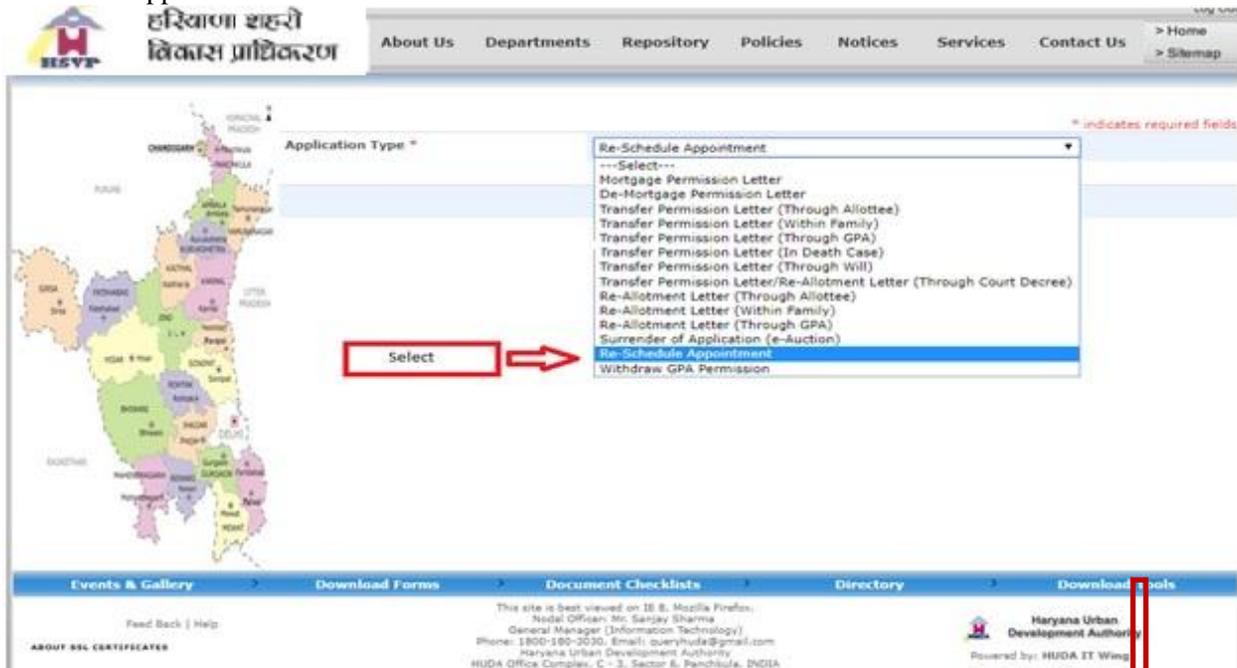


Figure22 Easy Appointment Re-scheduling

Appointment will be rescheduled to Available Time Slot

The screenshot displays the Haryana Urban Development Authority (HUDA) website interface. At the top, there is a header with the HUDA logo and the text 'हरियाणा शहरी विकास प्राधिकरण'. Navigation links include 'About Us', 'Departments', 'Repository', 'Policies', 'Notices', 'Services', and 'Contact Us'. A 'Log Out' link is also present. On the left, a map of Haryana is shown, divided into various districts. The main content area features a 'Re-Schedule Appointment' form with the following fields: 'Urban Estate', 'Sector Id', 'Property Category', 'Property Sub Category', and 'Plot Number'. Each field has a corresponding input box. Below the form, there are several navigation tabs: 'Events & Gallery', 'Download Forms', 'Document Checklists', 'Directory', and 'Download Tools'. At the bottom, there is a footer with a 'Feed Back | Help' link, contact information for HUDA (Phone: 1800-180-2620, Email: queryhuda@gmail.com), and the HUDA logo.

Figure 23 Reschedule Appointments

3.5.8 Withdraw GPA

- Select “Withdraw GPA”
- Click on “End GPA” to withdraw GPA


हरियाणा शहरी विकास प्राधिकरण
Log Out
> Home
> Sitemap

[About Us](#)
[Departments](#)
[Repository](#)
[Policies](#)
[Notices](#)
[Services](#)
[Contact Us](#)



Withdraw GPA Permission

GPA Holder Details

| GPA Holder Name | Father's Name | Gender | GPA From | GPA To | |
|-----------------|---------------|--------|------------|--------|--|
| | | | 19/07/2011 | | <div style="border: 2px solid red; padding: 2px; display: inline-block;">End GPA</div> |



Click on End GPA to withdraw

Events & Gallery
Download Forms
Document Checklists
Directory
Download Tools

Feed Back | Help

ABOUT SSL CERTIFICATES

This site is best viewed on IE 8, Mozilla Firefox.
 Nodal Officer: Mr. Sanjay Sharma
 General Manager (Information Technology)
 Phone: 1800-180-3020, Email: queryhuda@gmail.com
 Haryana Urban Development Authority
 HUDA Office Complex, C - 3, Sector 6, Panchkula, INDIA



Haryana Urban Development Authority
 Powered by: HUDA IT Wing

Figure 24 Withdraw GPA

ANNEXURE I

Reference photographs (Front Side Image and Back Side image of the Building/plot/Commercial Property)

- *House Number and Sector must be visible in photograph uploaded*



Figure 25 Front side image of the plot-1



Figure 26 Back side image of the plot-1



House No./Sector

Figure 27 Front side image of the plot-2



Figure 28 Back side image of the plot-2

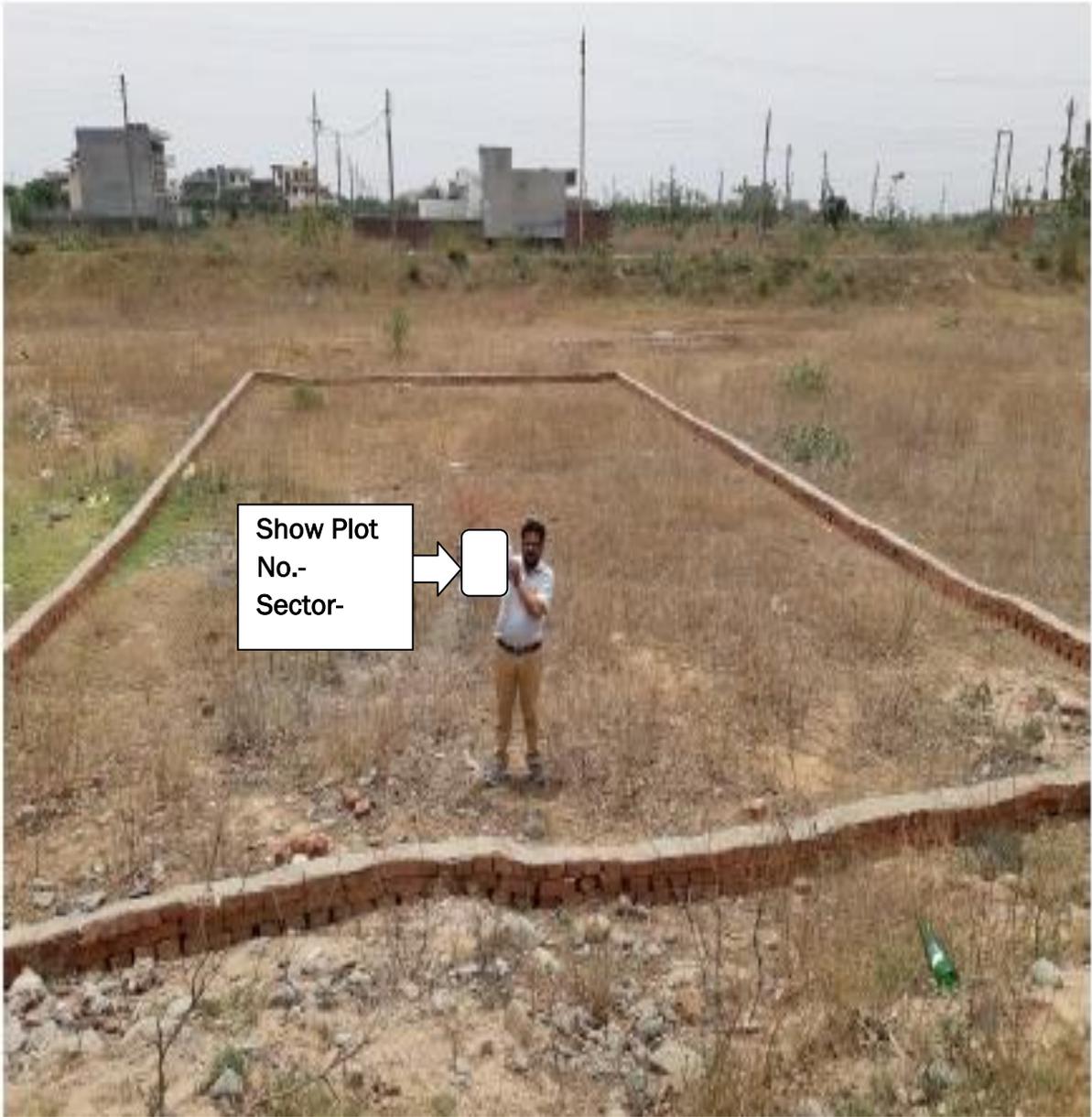


Figure 29 Front side image of the plot-3



Figure 30 Back side image of the plot-3



Figure 31 Front side image of the plot-4



Figure 32 Back side image of the plot-4



हरियाणा शहरी विकास प्राधिकरण

Thank You