

To be substituted for this office letter issued vide memo No. 29566-99 dated 07.09.2011

From

The Chief Administrator,
Haryana Urban Development Authority,
Panchkula.

To

1. All the Administrators, HUDA
2. All the Estate Officers, HUDA

Memo No.UB-A-3-2011/30963-85

Dated 20.09.2011

Sub: Policy guidelines regarding mode of transfer of immovable property to the Legal Heirs after death of allottee.

In supersession of the guidelines on the subject cited above circulated vide letter no. UB-A-3-2011/4558-610 dated 01.02.2011, the following guidelines are hereby issued for strict compliance:

On the death of the allottee the Legal Heirs shall submit the application to the Estate Officer for change of ownership. While dealing with the said application the Estate Officer shall strictly follow the procedure as given below:

There can be two situations, (a) where the deceased has executed a Will (which can be registered/unregistered) (b) where he dies intestate i.e. without executing any Will.

(a) Deceased has executed the Will

- i) In case of execution of registered Will transfer of ownership of plot/house may be allowed subject to verification of its genuineness, if required.
- ii) In case the Will is not registered, then such a Will should be got probated from the Court before permission to transfer the ownership is accorded.

(b) Deceased has not executed the Will

iii) In case no Will has been executed the plot should be transferred on the basis of Decree of declaration issued by the Court of competent jurisdiction under section-9 of the Civil Procedure Code declaring the applicants as Legal Heirs as well as the owners of the immoveable property/plot left by the deceased who died intestate.

This issues with the approval of Hon'ble Chief Minister-cum-Chairman, HUDA.

Sd/-
Administrator (HQ)
For Chief Administrator,
HUDA, Panchkula.

Endst. No. UB-A-3-2011/30986-99

Dated 20.09.2011

A copy of the above is forwarded to the following for information and necessary action:-

1. The Chief Controller of Finance, HUDA, Panchkula.
2. The Chief Town Planner, HUDA, Panchkula.
3. The Chief Engineer/Chief Engineer-I, HUDA, Panchkula.
4. The Senior Architect, HUDA, Panchkula.
5. The District Attorney, HUDA, Panchkula.
6. The Enforcement Officer, HUDA, Panchkula.
7. The General Manager, IT Cell, HUDA, Panchkula.
8. The Dy. E.S.A., HUDA, Panchkula.
9. All the Assistants/Record Keepers of Urban Branch.

Sd/-
Administrator (HQ)
For Chief Administrator,
HUDA, Panchkula.