

From

The Principal Secretary to Govt. Haryana,  
Town & Country Planning Department

To

1. Additional Chief Secretary to Government of Haryana,  
Urban Local Bodies Department, Chandigarh.
2. Principal Secretary to Government of Haryana,  
Development & Panchayat, Chandigarh
3. Principal Secretary to Government of Haryana,  
Industries and Commerce, Chandigarh.
4. Principal Secretary to Government of Haryana,  
Tourism, Chandigarh.
5. Director General  
Urban Local Bodies Department  
Sector-4, Panchkula,
6. Director,  
Food, Civil Supplies and Consumer Affairs,  
Madhya Marg, Bridge Market, Sector 17, Chandigarh-160017.
7. Director,  
Development and Panchayat  
Haryana Panchayat Bhawan, Plot No.3, Opp Grain Market, Madhya Marg,  
Sector 28A, Chandigarh-160028.
8. Director  
Town & Country Planning, Haryana  
Chandigarh.
9. Chief Administrator,  
Haryana Shahari Vikas Pradhikaran, Sector-6, Panchkula
10. Managing Director,  
Haryana Tourism Corporation Limited,  
SCO 17-19, Sector-17-B, Chandigarh-160017.
11. Managing Director,  
Haryana State Industrial and Infrastructure Development Corporation  
Sector-6, Panchkula
12. All Deputy Commissioners of the State.

Memo No. Misc-311/Asst (AK)/2020/7/16/2006-2TCP

Dated: 04.09.2020

**Subject: Policy for Establishment of Retail Outlets CNG/PNG stations and Petrol Pumps.**

Ref: - In continuation to the meeting held under chairmanship of Hon'ble CM, Haryana on dated 08.06.2020.

The policy for Establishment of Retail Outlets CNG/PNG stations and Petrol Pumps has been deliberated at the level of Government which is approved by Council of Ministers on 06.07.2020 and same is enclosed at **Annexure 'A'**. Accordingly, the said policy be implemented with immediate effect.

DA/as above.

-Sd-

(A.K. Singh),

Principal Secretary to Government, Haryana,  
Town and Country Planning Department

Endst. No. Misc-311/Asst (AK)/2020/7/16/2006-2TCP

Dated:-04.09.2020

A copy is forwarded to Secretary, Council of Ministers, Haryana with respect to U.O. No.9/115/2020-2Cabinet dated 06.07.2020, affirming the implementation of the said decision of the Council of Ministers.

-Sd-

Superintendent

For: Principal Secretary to Government, Haryana,  
Town and Country Planning Department

Endst. No. Misc-311/Asst (AK)/2020/7/16/2006-2TCP

Dated:-04.09.2020

A copy is forwarded to the following for information & necessary action:-

1. Chief Executive Officer, Gurugram Metropolitan Development Authority, Gurugram.
2. Chief Executive Officer, Faridabad Metropolitan Development Authority, Faridabad.
3. Chief Coordinator Planner (NCR) Haryana, Directorate of Town & Country Planning, Sector-18A, Chandigarh.
4. PS to CS for kind information of Chief Secretary to Government of Haryana.
5. PM (IT), Directorate of Town & Country Planning, Sector-18A, Chandigarh.

-Sd-

Superintendent

For: Principal Secretary to Government, Haryana,  
Town and Country Planning Department

Town & Country Planning Department

**POLICY FOR ESTABLISHMENT OF RETAIL OUTLETS:  
CNG/PNG STATIONS AND PETROL PUMPS**

**I. BACKGROUND:**

Retail outlets for dispensing petrol, diesel, compressed natural gas (CNG), piped natural gas (PNG) are established by or on behalf of Oil Marketing Companies (OMCs) or authorized companies for City Gas Distribution (CGDCs). These entities often seek allotment of Government entity land or CLU (Change of Land Use) permissions for private land from different Government entities.

The Government of Haryana aims to provide a single window platform for setting up retail outlets whether for the purposes of allotment of government land through a transparent e-auction mechanism, or for purposes of grant of CLUs in case of retail outlets proposed in private lands.

Under this Single Window Platform, the following services will be provided;

- a. Allotment of available land by sale or lease, as the case may be, through e-auction of identified land for the purpose of retail outlets by Government Departments or Statutory Development Authorities or Boards or Corporations owned by the State Government (hereinafter called "Government entities").
- b. Grant of CLU permission by Department of Town & Country Planning or Urban Local Bodies Department or Gurugram Metropolitan Development Authority (GMDA) or Faridabad Metropolitan Development Authority (FMDA).
- c. Grant of No Objection Certificate (NOC) by District Magistrate.
- d. Approval of Building Plans for Retail Outlets.
- e. Grant of Occupation Certificate to Retail Outlets.
- f. Online payment as applicable in respect of any of the above.

To achieve the above said vision for a single window platform, this Policy has been notified by the Department of Town & Country Planning in association with the Food, Civil Supplies and Consumer Affairs Department, Department of Urban Local Bodies, Development & Panchayat Department, Industries & Commerce Department and other relevant departments of the Government of Haryana. The competent authority in case of grant of change of land use permission and allotment of land by sale or lease, as the case may be, will be the respective agencies under which the land is situated and the action will be taken by these competent authority w.r.t. their legal provisions.

**II POLICY PARAMETERS**

**1. Applicability:**

- (a) This policy shall be applicable to all Government entities in the State of Haryana and shall supersede all existing policies of Government entities in so far as that relate to allotment of land for retail outlets.
- (b) This policy shall be applicable to the allotment of land of Government entities by sale or lease through the mechanism of e-auction for the sole purpose of setting up of Retail Outlets.



- (c) The policy shall apply to submission of all applications received after the date **04.09.2020** for grant of CLU permission for establishment of Retail Outlet for the intended purpose only.

**2. General Site and location parameters:**

The site should be in compact block and as per the land requirement and other parameters given below which shall be applicable to all lands for the purpose of establishment of Retail Outlets:

**(A) Site Conditions for grant of CLU permission for Retail Outlets:-**

**I. Land requirement and other parameters for Petrol Pumps:-**

(i) Along National Highways:

- a) For independent petrol Pumps: The minimum area for independent fuel filling stations in accordance with the guidelines issued by the Ministry of Road Transport and Highways (MoRTH), Govt. of India, issued from time to time and at present, and shall be as follows:

- On undivided carriageway : 35m x 35m
- On divided carriageway : 35m (frontage) x 45 m
- In urbanisable zone/areas : 20m x 20 m

The maximum area for this category should not be more than 3000 sqm.

- b) For Petrol pumps with facilities like repairs/services shop, ATMs and small eating place (dhaba/fast food outlet):-

- Minimum area : 1 acre (4047 sqm)
- Maximum area : 1.5 acres (6070 sqm)

- c) Where petrol pumps are part of multi-facility complexes: The area requirement for a motel/restaurant site where the Retail Outlet is part of the multi-facility complex as per the zoning regulation, may be calculated on the basis of the requirements envisaged in the project as per the FAR and Ground coverage allowed for commercial sites.

(ii) Along Scheduled Roads (Other than NH) and other roads:-

- a) For independent petrol pumps:-

- Minimum area : 1000 sqm
- Maximum area : 2500 sqm

- b) For Petrol pumps with facilities like repairs/services shop, ATMs and small eating places (Dhabas/fast-food joint):-

- Minimum area : 3000 sqm
- Maximum area : 1.0 Acre (4047 sqm)

**II. Land requirement and other parameters for setting up of CNG/PNG Stations:-**

- a) Minimum area:- 50M x 30M

However, in case of recommendation from the authorized CGDC for the geography suggesting a different dimension after assessing suitability of the site, the area proposed by CGDC in the LoI issued by it shall be considered for grant of CLU permission.

**III.** The mandatory facilities permitted at the Retail Outlet site shall be as per the LoI of the OMCs or CGDCs. The optional uses for other permissible activities shall be as per para 9 for

which covered area shall not exceed 3% of the total permissible ground coverage i.e. 35% of the site area.

**(B) Freehold/leasehold plots to be allotted by Government entities:-**

- (a) The land should be in compact block of minimum 20X20 sq. mtrs. or more for Petrol Pump and in compact block of 50X30 sq. mtrs. or more for CNG/PNG Station.
- (b) The mandatory facilities permitted at the site shall be as per the LoI of the OMCs or CGDCs. The optional uses for other permissible activities shall be as per para 9 for which covered area shall not exceed 3% of the total permissible ground coverage i.e. 35% of the site area.

**(C) General conditions (CLU area as well as land allotted by Government entities):-**

- (i) The restrictions of minimum distance between two Retail Outlets and the location of a site from a road intersection/junction or from a toll plaza or railway level crossing shall be as prescribed in IRC:12-1983, IRC:12-2009 or the latest guidelines and instructions of MoRTH.
- (ii) The site should not be located within the distance of 1000 mtrs. from any toll plaza or railway level crossing. However, this requirement shall not apply to service roads. Site should be located only beyond a minimum distance of 200 mtrs. and 500 mtrs. from the start of an approach road of a Road Over Bridge (ROB) and the start of a grade separator or a ramp respectively.
- (iii) No Retail Outlet shall be allowed in the Natural Conservation Zone.
- (iv) The access to the site located on National Highways or a Sector Road with a service road (planned or provided) shall be only through the service road.
- (v) The distance between the fuel stations shall be measured between the tangent points of the access/egress roads of the fuel stations, as is applicable, in a direction parallel to the center line of the nearest carriageway of the highway.
- (vi) As far as laying of trunk services in green belts along 30 metres wide sector road are concerned, the following shall be applicable on Retail Outlet/Fuel Filling Station & CNG/PNG Station:-
  - a) As and when the services are required to be laid, to be augmented/re-laid, the land will be made available by the owner for laying such services. The owner of CLU permission granted area shall not object for laying of such services. Department shall ensure to seek an undertaking or levy a condition in this regard while granting the CLU permission to the effect that competent authority reserves its rights for laying of such services and owner shall have no claim in this regard.
  - b) The competent authority shall keep in mind laying of water supply, trunk services and storm water box drains including that of pylon/footings required for erection of high tension electric towers in Green Belts while examining the application for grant of CLU permission for setting up Retail Outlet/Fuel Filling Station & CNG/PNG Station.
  - c) The cross-section of the road with 30 mtrs & 60 mtrs wide Green Belt is shown at **Annexure-I** showing the location where trunk services can be laid.

Any deviation for not following the cross-section mentioned at Annexure-I shall be considered on merit of the case. However, the condition mentioned at Sr. No. (a) shall be incorporated in the Letter of Intent/CLU permission or in the Allotment Letter issued by the competent authority as the case may be.

- d) No Retail Outlet/Fuel Filling Station or CNG/PNG Station shall be allowed to be established with access directly from the main carriageway in case of Roads with 30 m Green Belt if a service road happens to be part of green belt in such cases, access will be from the designated service road only. Cross-section is shown at **Annexure-II**.

### **3. Web Portal for Retail Outlets**

Department of Town & Country Planning (DTCP) will develop a common web portal for grant of CLU permissions in case of applications in respect of establishment of Retail Outlets on private land as also for allotment of land owned by Government entities for establishment of Retail Outlets.

Government Entities shall allot the Retail Outlet/CNG/PNG station through the web portal only. If the Government Entities proposes to run the Retail Outlet on its own as owner-cum-operator then the proposal shall be considered by the Competent Authority along with a detailed cost benefit analysis of self-operated Retail Outlet in comparison with expected revenues from allotment of land through lease or outright sale.

### **4. Applications for grant of CLU permission:**

- (a) Applications for grant of CLU permission irrespective of whether it pertains to DTCP, ULB, GMDA or FMDA or any other competent authority for the purpose shall be made online on the designated web portal for Retail Outlets. The LoI of OMCs/CGDCs is not mandatory at the time of submission of application for CLU, however, the LoI for the CLU permission shall be granted subject to the condition that LoI of the OMCs or CGDCs shall be submitted by the applicant within one year from the date of grant of LoI for CLU permission under the provisions of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 and Rules, 1965 or the Haryana Municipal Corporation Act 1994 or the Haryana Municipal Act 1973 or the Gurugram Metropolitan Development Authority Act, 2017 as the case may be. The action for grant of CLU will be taken by the competent authority as per relevant legal provisions of the said authority. If LoI of OMCs/CGDCs is not submitted within one year from the date of issue of LoI for CLU permission, LoI for CLU permission shall be cancelled and the conversion charges, scrutiny fee or other charges paid shall be forfeited.
- (b) The LoI for CLU permission shall be granted on online payment of conversion charges and scrutiny fees to the competent authority and subject to fulfilment of other conditions as may be notified on the web portal by DTCP from time to time.
- (c) The payment of EDC/Development Charges (Wherever applicable) for the sites in the notified controlled area shall be made by the person seeking CLU permission as below:-



**A. Fresh cases where CLU permission is sought in the agriculture zone:**

The applicants are required to give undertaking that whenever the area comes under urbanizable zone, then the applicant shall pay the EDC as determined by DTCP.

**B. Fresh cases where CLU permissions is sought in Urbanizable Zone:**

10% payment of total EDC/Development Charges (wherever applicable) payable shall be paid at the time of grant of LoI for CLU permission, 40% of total EDC payable shall be due at the time of approval of building plans and 50% of total EDC payable shall be due at the time of grant of occupation certificate.

- (d) The CLU permission shall be valid for 2 years from the date of grant of final CLU permission. A certified copy of the standard design/building plans issued by the OMC CDGC shall be submitted by the applicant within 6 months from the date of grant of final CLU permission along with such scrutiny fees as may be notified on the web portal from time to time. DTCP or any other competent authority shall grant approval or convey its objections to the standard design/building plans within a period of 15 days from the date of submission of the same on the web portal failing which the design/plan so submitted shall be deemed to have been approved.
- (e) The application for grant of Occupation Certificate (OC) may be made within the CLU validity period and on the basis of the approved Building Plans. DTCP or any other competent authority shall grant the Occupation Certificate or convey its objections within a period of 30 days from the date of application for grant of OC on the web portal failing which the OC will be deemed to have been issued provided the charges including EDC has been fully paid.

**5. Submission of application for allotment of land by Government entity:**

- (a) Department of Town & Country Planning (DTCP) will develop a common web portal on which all the Government entities will submit their identified land details for e-auction indicating whether the land shall be provided on outright sale or long-term lease basis.
- (b) Before the identified land details are published, DTCP will assess that no two identified sites are within 1 km of each other in municipal areas and controlled areas (except where the sites are on the opposite side of a road with a divided carriageway). In case the identified site falls within the limits, then the Government entities concerned shall, through consultation, resolve the matter and resubmit a joint report to DTCP regarding which of the sites will be placed for e-auction. This distance limitation condition shall apply to one e-auction process only and shall not apply to already existing sites or two separate e-auction processes. Besides these distance limitations will not be applicable to sites abutting National Highway or State Highway but any restriction imposed by Ministry of Road Transport & Highways, National Highway Authority of India (NHAI) and State PWD (B&R) shall prevail.

- (c) The suitability of the land for establishment of retail outlets shall be got verified from the concerned Departments involved in the grant of NOC for the purpose by the District Magistrate under applicable law prior to the commencement of the e-auction process through an online mechanism developed from DTCP and linked to the web portal.
- (d) DTCP shall notify and publicize the identified land details available after the assessment, seeking registration, on the web portal, of agencies willing to participate in the e-auction process within the prescribed time for registration, which may be extended if so required at the sole discretion of Government.

**6. Terms and Conditions to participate in the e-auction for lease or outright sale:**

- (a) Letter of Intent (LoI) from OMCs or CGDCs is not mandatory for participation in the e-auction process for freehold and leasehold sites offered by Government entities on the web portal. However, the successful bidder is required to submit the LoI from the OMC or CGDC within a period of one year from the date of provisional allotment letter failing which the provisional allotment letter shall be deemed to be withdrawn without any further notice.
- (b) The registered bidder is required to deposit Rs. 5 lakhs as earnest money to participation in the e-auction process.
- (c) There will be no need to seek separate Change of Land Use (CLU) permission etc. and the allotment letter shall be deemed to be the CLU permission for the site.

**7. Leasehold Sites: Terms and Conditions:**

- (a) In case of lease, the sites shall be allotted on lease for a period 30 years.
- (b) The e-auction shall be on the basis of the upfront premium amount as the bid parameter.
- (c) The Government entity owning the site shall fix the minimum reserve upfront premium for each site keeping in mind its development and locational advantage and road hierarchy. Such reserve price shall be fixed separately for every auction of the site and previous highest bid shall not be reckoned as reserve price where the site is put to auction on any subsequent auction owing to any reason.
- (d) The minimum reserve upfront premium for site identified by Government entities shall be as below:-  
25% of the Fair Value (Collector Rate) + applicable Development charges/EDC)  
GST or any other tax as applicable shall be payable extra. For the sites falling on State Highway and on National Highway or on its service roads, the premium shall be increased by 25% and 50% respectively. For sites located on 60 mtr. & above width roads including its service roads, the premium shall be increased by 50% at par with the site located on the National Highway.
- (e) At the time of registration, the prospective bidder may indicate his preference from amongst sites listed for e-auction and deposit earnest money online on the web portal for participation @ Rs. 5 lakh. The details in this regard, the documents required to be uploaded for participation in the e-auction and the e-auction methodology shall be notified by DTCP while seeking registration on the web



portal of agencies willing to participate in the e-auction process in terms of the policy and other statutory requirement.

(f) The identified sites shall be put to e-auction site-by-site. The person who bids the highest upfront premium amount shall be declared as the Successful Bidder in the e-auction. Letter of provisional allotment shall be issued to the Successful Bidder on the approval of the e-auction process by the competent authority of the concerned Government entity.

(g) If the successful bidder has obtained LoI from the OMCs or CGDCs prior to the commencement of the e-auction process, the upfront premium amount as quoted by the successful bidder in the e-auction (hereinafter termed as "highest upfront premium amount") shall be paid online on the web portal to the concerned Government entity. The Successful Bidder may avail any one of the two following options to pay the highest upfront premium amount:-

(i) Pay the highest upfront premium amount in two instalments i.e. 10% of the highest upfront premium payable immediately after the bidding before the close of day after adjustment of the earnest money deposited of Rs. 5 lakh, and the balance 90% within sixty (60) days from the date of issue of the letter of provisional allotment by the concerned Government entity.

(ii) Pay the highest upfront premium in three instalments i.e. 10% of the highest upfront premium payable immediately after the bidding before the close of day after adjustment of the earnest money deposited of Rs. 5 lakh; 25% of the highest date of upfront premium payable within 30 days of the date of issue of letter of provisional allotment and the balance 65% within one year from the date of issue of letter of provisional allotment with interest @12% calculated from the date of issue of letter of provisional allotment.

The final letter of allotment in either of the two payment options will be issued within 15 days of the payment of the entire amount of highest upfront premium amount with applicable interest. Possession of the site shall be given to the Successful Bidder by the Government entity only after payment of the entire amount of highest upfront premium.

(h) If the successful bidder has not obtained the LoI from the OMCs or CGDCs before the commencement of the e-auction process, then the highest upfront premium amount as quoted by the successful bidder in the e-auction process shall be payable online on the web portal in the following instalments:-

(i) 10% of the highest upfront premium amount shall be payable immediately after the bidding before the close of day after adjustment of the earnest money deposited of Rs. 5 lakh.

(ii) 25% of the highest upfront premium amount shall be payable within 30 days from the date of issue of letter of provisional allotment

(iii) the balance 65% of the highest upfront premium amount shall be payable along with submission of LoI from the OMCs or CDGCs but not later than one year date of issue of letter of provisional allotment along with interest @12% chargeable from the date of issue of letter of provisional allotment.

The final letter of allotment will be issued within 15 days of the payment of the entire amount of highest upfront premium amount with applicable interest of 12% and on submission of LoI from the OMCs/CGDCs – both conditions being required to be satisfied. Possession of the site shall be given to the Successful Bidder by the Government entity only after payment of the entire amount of highest upfront premium.

- (i) In any case if the LoI from OMCs or CGDCs is not submitted within a period not later than one year from the date of issue of the provisional letter of allotment, then the allotment shall be cancelled by the concerned Government entity and 10% of the highest upfront premium paid shall be forfeited without any further notice. The letter of provisional allotment shall in itself be considered as the notice for the purpose. The balance, if any, paid by the Successful Bidder who is unable to produce the LoI will be returned with 12% interest.
- (j) In either case, if the amount so required to be deposited within thirty (30) days from the date of issue of letter of provisional allotment by the successful bidder is not paid online, then 10% of the highest upfront premium paid as first instalment shall be forfeited.
- (k) In either case, if the successful bidder, does not deposit 10% of the highest upfront premium amount before the close of the day on the day of bidding, then the earnest money so deposited by the successful bidder shall be forfeited. In such a case, the bidding for the site would be resumed on the immediate next working day with the bid quote of the 2<sup>nd</sup> highest bidder in the bidding the earlier day as the reserve price for the resumed bidding. The same conditions as in the foregoing paragraphs shall apply to the resumed bidding. After resumed bidding, if no bid is received, despite giving opportunity to 2<sup>nd</sup> highest bidder and he fails to bid further, then the Earnest Money Deposit of 2<sup>nd</sup> highest bidder shall be forfeited.
- (l) The lease deed will be executed with the successful bidder after the final letter of allotment. The cost of registration of the lease deed with the competent authority shall be borne by the successful bidder.
- (m) Possession of the site shall be handed over within 15 days from the date of final letter of allotment to be issued after LOI from OMCs or CDGCs has been submitted and full payment is made.
- (n) A certified copy of the Standard design/Building plans issued by the OMC or CDGC shall be submitted by the applicant within 6 months from the date of issue of final allotment letter along with such scrutiny fees as may be notified on the web portal from time to time. The concerned Government entity shall grant approval or convey its objections to the Standard design/Building plans so submitted within a period of 15 days from the date of submission of the same on the web portal failing which the Design/Plan so submitted shall be deemed to have been approved.
- (o) The application for grant of Occupation Certificate (OC) may be made within the period of two years from the date of issue of final allotment letter and on the basis of the approved Building Plans. The concerned Government entity shall grant the Occupation Certificate or convey its objections within a period of 30 days from the

date of application for grant of OC on the web portal failing which the OC will be deemed to have been issued provided all charges including annual lease or upfront premium has been fully paid.

- (p) **Annual Lease Payment:** In addition to the highest upfront premium payable, the successful bidder shall be liable to pay Annual Lease equal to 2.5% of the accepted highest upfront premium amount in the bid along with GST or any other tax as applicable which shall be payable extra.
- (q) This annual lease amount shall be increased every year indexed on the Wholesale Price Index (WPI). The WPI applicable on 1<sup>st</sup> April of the allotment year shall be taken as "Base Year WPI". The WPI on 1<sup>st</sup> April at the beginning of current financial year shall be the basis for calculating the annual lease amount. For example, if a site is allotted during the financial year 2019-20 and WPI is 109.5 as on 1.4.2019. This shall be taken as "Base Year WPI". The WPI of the year 2024-25 as on 1.4.2024 is say 118.6, then the annual lease amount for the financial year 2024-25 payable shall be equal to [Highest Upfront Premium x(2.5/100)x(118.6/109.5)].
- (r) In case the lease holder does not deposit the annual lease amount in advance by 30<sup>th</sup> April of every financial year then interest rate @ 12% per annum (simple) shall be charged.
- (s) The competent authority, who leases the site shall decide continuance of the lease holder after expiry of 30 years period. If it decides to continue with the lease holder, then separate terms and conditions including lease amount be decided by the seeking approval of the Government. If it is decided to discontinue lease, then the lease holder shall handover the land in its original condition to the Government entity and thereafter, the said Government entity shall decide regarding auctioning/leasing and its terms and conditions.

#### **8. Freehold sites: Terms and Conditions**

- (a) The concerned Government entity shall obtain the required administrative approvals including approval for the reserve price for sale of site on freehold basis from the competent authority. In no case shall the reserve price for outright sale be less than the notified Collector Rate for commercial property plus applicable development charges/EDC.
- (b) The e-auction shall be on the basis of the site price amount as bid parameter.
- (c) The Government entities shall fix the reserve price for each site keeping in mind its development charges, locational advantage and road hierarchy. In no case shall the reserve price for outright sale be less than the notified Collector Rate for commercial property plus applicable development charges/EDC.
- (d) Bidders shall be required to deposit Rs. 5 lakhs as Earnest Money Deposit. The identified site shall be placed on e-auction and the bidder quoting the highest site price shall be declared as the Successful Bidder. Provisional letter of allotment shall be issued to the Successful Bidder on the approval of the e-auction process by the competent authority of the concerned Government entity.



- (e) If the successful bidder has obtained LoI from the OMCs or CGDCs prior to the commencement of the e-auction process, the highest site price as quoted by the successful bidder in the e-auction (hereinafter termed as “highest amount”) shall be paid online on the web portal to the concerned Government entity in three instalments. 10% of the highest upfront premium amount shall be payable immediately after the bidding before the close of day after adjustment of the earnest money deposited of Rs. 5 lakh. The next instalment of 25% of the highest amount shall be payable within thirty (30) days from the date of issue of the provisional letter of allotment. The balance instalment of 65% of the highest amount along with interest @12% per annum calculated from the date of issue of letter of provisional allotment shall be submitted within one year from the date of issue of provisional letter of allotment or of at the time submission of building plans for approval, whichever is earlier. The final letter of allotment will be issued within 15 days of the payment of the entire highest amount with applicable interest in terms of this policy and other statutory requirement.
- (f) If the successful bidder has not obtained the LoI from the OMCs or CGDCs before the commencement of the e-auction process, then the highest amount as quoted by the successful bidder in the e-auction process shall be payable online on the web portal in the following instalments:-
- a. 10% of the highest amount shall be payable immediately after the bidding before the close of day after adjustment of the earnest money deposited of Rs. 5 lakh.
  - b. 25% of the highest amount shall be payable within thirty (30) days from the date of issue of letter of provisional allotment
  - c. the balance 65% of the highest amount shall be payable along with submission of LoI from the OMCs or CDGCs but not later than one year date of issue of letter of provisional allotment along with interest @12% chargeable from the date of issue of letter of provisional allotment.
- In case if the LoI from OMCs or CGDCs is not submitted by the Successful Bidder within a period not later than one year from the date of issue of the provisional letter of allotment, then the allotment shall be cancelled by the concerned Government entity and 10% of the highest amount paid shall be forfeited. The balance, if any, paid by the Successful Bidder who is unable to produce the LoI will be returned with 12% interest. The final letter of allotment shall be issued on payment of the entire highest amount and on submission of LoI from the OMCs/CGDCs - both conditions being required to be satisfied.
- (g) In either case, if the amount so required to be deposited within thirty (30) days from the date of issue of letter of provisional allotment by the successful bidder is not paid online, then 10% of the highest upfront premium paid as first instalment shall be forfeited.
- (h) In either case, if the successful bidder, does not deposit 10% of the highest upfront premium amount before the close of day on the day of bidding, then the earnest money so deposited by the successful bidder shall be forfeited. In such a case, the bidding for the site would be resumed on the immediate next working day with the

bid quote of the 2<sup>nd</sup> highest bidder in the bidding the earlier day as the reserve price for the resumed bidding. The same conditions as in the foregoing paragraphs shall apply to the resumed bidding. The sale deed will be executed with the successful bidder only after the entire highest amount along with applicable interest is paid. The entire cost of registration of the sale deed with the competent authority shall be borne by the successful bidder.

- (i) Possession of the site shall be handed over within 15 days from the date of final letter of allotment which is to be issued after LOI from OMCs or CDGCs is submitted and payment of the highest amount as above is made.
- (j) A certified copy of the Standard design/Building plans issued by the OMC or CDGC shall be submitted by the applicant within 6 months from the date of issue of final allotment letter along with such scrutiny fees as may be notified on the web portal from time to time. The concerned Government entity shall grant approval or convey its objections to the Standard design/Building plans within a period of 15 days from the date of submission of the same on the web portal failing which the Design/Plan so submitted shall be deemed to have been approved provided all payments as above and the relevant fees/charges has been fully paid.
- (k) The application for grant of Occupation Certificate (OC) may be made within two years from the date of issue of final allotment letter and on the basis of the approved Building Plans. The concerned Government entity shall grant the Occupation Certificate or convey its objections within a period of 30 days from the date of application for grant of OC on the web portal failing which the OC will be deemed to have been issued provided all payments as above and the relevant fees/charges has been fully paid.

#### **9. Mandatory and Optional Facilities**

The mandatory facilities permitted at the site shall be as per the LoI of the OMCs/CGDCs. The optional use of Commercial activities shall be permissible for retail outlets/CNG/PNG stations for which covered area shall not exceed 3% of the total permissible ground coverage i.e. 35% of the site area which may include ATM of any scheduled Bank, convenience store, Charging points for Electric Vehicles etc.

#### **10. Application for NOC by District Magistrate**

The applicants who apply for seeking CLU permission/ allotment of land by Government entity shall apply on the web portal for retail outlets with respect to seeking NOC from District Magistrate. Further for seeking NOC for site located outside controlled area/urban area, the applicant will also apply on the same portal. If NOC is not provided by State Agencies except forest related NOC within 45 days, then the same shall be treated as deemed NOC.

#### **11. Timelines for Operation;**

- (a) The successful bidder (in both cases of freehold and leasehold sites) shall be required to apply for Occupation Certificate (OC) to make the site operational within two years from the date of final allotment letter.

- (b) Under no circumstances shall this time period be extended for any reason whatsoever.
- (c) Access permission shall be taken from the road maintaining agency from where the access is being obtained before application for grant of OC and submitted along with the application for grant of OC.

**12. Miscellaneous:**

- (a) Any additional charges as lawfully determined by the competent authority from time to time shall be payable by the Successful Bidder in case of site allotted by a Government entity.
- (b) Property tax or any other tax levied by any Government consequent to letter of provisional allotment shall be payable by the allottee in case of site allotted by a Government entity.
- (c) If any terms & conditions of the allotment or CLU permission are violated, then the allotment can be terminated prematurely or the CLU permission can be cancelled, as the case may be, by the competent authority after giving a notice of 30 days. If the violation persists, then the competent Authority shall take back the possession of the land without any further notice. In such case, all the amounts deposited shall get forfeited.
- (d) The lessees/owners shall not use of site for any other use than the Retail Outlet.

The concerned Government entities shall reserve the right to cancel the sale/lease of any land allotted by the Government entity at any time without assigning any reasons for the same.

-Sd-

A.K Singh,

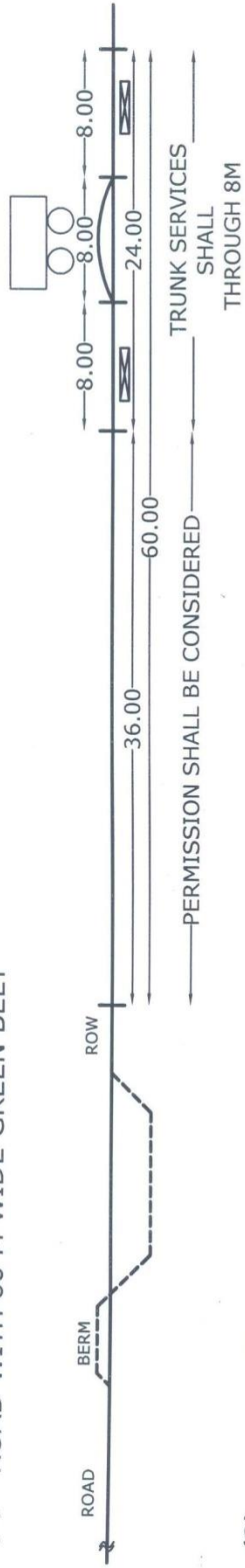
Principal Secretary to Government, Haryana,  
Town and Country Planning Department

Town & Country Planning Department

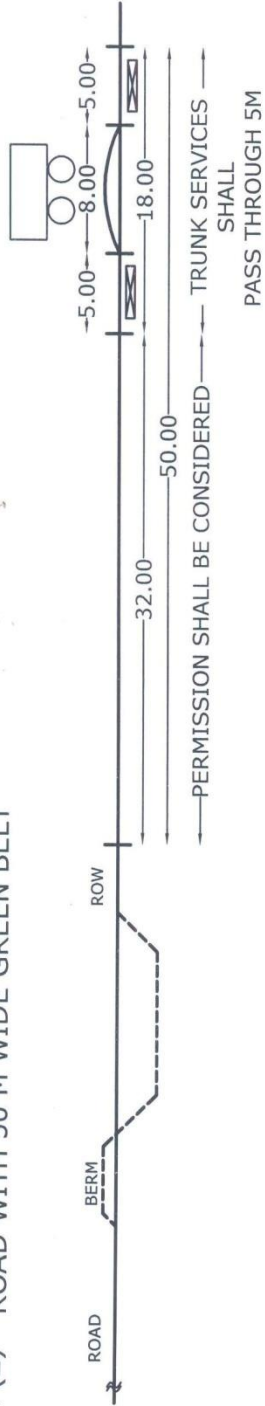


ANNEXURE-1

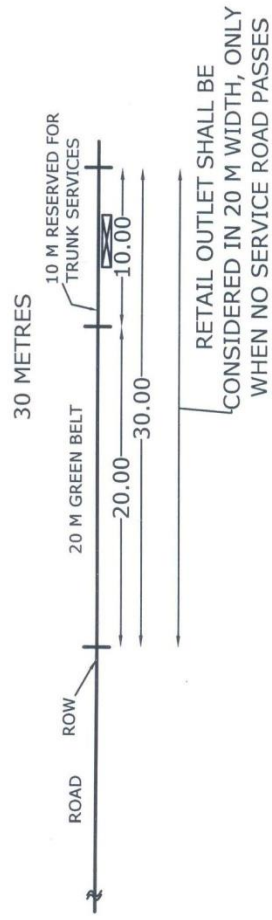
5. (1) ROAD WITH 60 M WIDE GREEN BELT



5. (2) ROAD WITH 50 M WIDE GREEN BELT



5. (3) A ROAD WITH 30 M WIDE GREEN BELT



ANNEXURE-II

6. (4) ROAD WITH 30 M WIDE GREEN BELT

