

**HP. HOUSING & URBAN DEVELOPMENT AUTHORITY
NIGAM-VIHAR, SHIMLA-171002**

No.HIMUDA:C-Deed/L-Deed execution/Admn.2025. **7680-7706** Dated: **10-7-25**

To

1. The Executive Director, HIMUDA.
2. The Superintending Engineers, HIMUDA
(South & North Circle) Shimla & Dharamshala.
3. The Administrative Officer, HIMUDA.
4. All Executive Engineers, HIMUDA.
5. The Architect Incharge.
6. All Assistant Engineers, HIMUDA.
7. The Tehsildar, HIMUDA.
8. The Law Officer, HIMUDA.

Subject: Guidelines for Execution of Conveyance Deeds/Lease Deeds by allottees/lessees of HIMUDA, reform toward ease of doing business thereof.

It is informed that the issue to facilitate the allottees to execute the Conveyance Deed/Lease Deed by the allottees in the office of the concerned Assistant Engineer under whose jurisdiction any particular allotted unit exists was amid under active consideration of this office for quite some time.

After getting the said issue thoroughly examined it has transpired that there is no hitch in case if HIMUDA executes the Conveyance Deed or Lease Deed first and subsequently send it for execution(signatures) of allottee, to the office of concerned Assistant Engineer after completion of all codal formalities on the part of HIMUDA in case if the allottee do not wish to execute the deed by making personal visit to Head Office of HIMUDA.

In this regard, it is further informed that the guidelines for execution of Conveyance Deeds/Lease Deeds by allottees/lessees of HIMUDA henceforth in respect of the allotted units are hereby laid down as under :-

**ROLE OF ALLOTMENT/ ARCHITECT/ LAW/ EXECUTIVE ENGINEER
(DESIGN) BRANCHES:**

- I(a)** The allotment branch will verify from record that the allottee/lessee has paid full and final cost of the allotted unit (including enhanced cost of land compensation). No court case is lying pending against the allottee. After satisfaction, the allotment branch will request allottee/his/her/their Attorney (SPA/GPA) to submit requisite documents viz. stamp papers, copy of SPA/GPA, copies of allotment letter, copies of transfer order/conversion order (in person or through authorized representative) and also to make payment of requisite amount (manually or online) fixed for typing of deed, layout plans etc. in Head Office in respect of the unit allotted/transferred to him/her/them by HIMUDA in the concerned Branch. Simultaneously, the consent of the allottee shall also be sought whether he intends to execute the lease deed or conveyance deed (as the case may be) by making personal visit to Head Office of HIMUDA at Nigam-Vihar, Shimla or the allottee would like to execute the deed in the office of concerned Assistant Engineer.

" BUILDING ON CUSTOMERS SATISFACTION AND DELIGHT"

- b) An appropriate condition will be incorporated in the allotment letters to be prepared henceforth in respect of any allotted unit giving liberty/choice to the allottee that he/she may either attend HIMUDA head Office for execution of Conveyance Deed, Lease Deed or he/she/they may attend the office of concerned Assistant Engineer for execution of Conveyance Deed, Lease Deed after completing the formalities required prior execution of the relevant deed.

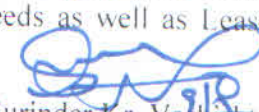
II] THE OFFICE WILL PREPARE AND EXECUTE THE CONVEYANCE DEED AS FIRST PARTY IN THE FOLLOWING MANNER:-

- a) The allotment Section would get material of C/deed typed out in triplicate on the blank documents submitted by allottee/lessee and will submit the documents to the Architect Branch for filing-up of dimensions of allotted unit in the 3 sets of deed.
- b) The Architect Section after verifying from record will fill up the dimensions of allotted unit at the prescribed space/page in the three sets of Conveyance Deed or Lease Deed and will further forward the file to the Law Officer for vetting the Conveyance Deed/Lease Deed and Law Officer will further forward the file to the concerned XEN (Authorized by CEO) to sign. the Conveyance Deed on his behalf. Subsequently, the XEN will return the said documents to Allotment Branch for further action.
- c) The Allotment Branch will further send three copies of Conveyance Deed or 3 copies of Lease deed (as the case may be) to the concerned Assistant Engineer (under whose jurisdiction the relevant Housing Colony falls in which unit is situated for which the allottee/lessee has executed conveyance deed or lease deed) for its execution by allottee in the presence of witnesses and for further registration.

ROLE OF CONCERNED ASSISTANT ENGINEER:

- a) The concerned Assistant Engineer of respective Sub-Division will get the Conveyance Deed, Lease Deed executed from allottee/lessee (as the case may be) **after verifying the identity of lessee/allottee or the identity of SPA/GPA holder including the identity of witnesses**, subsequent to which only the concerned Assistant Engineer would allow/let the allottee/ lessee to execute the Conveyance Deed or Lease Deed by getting the deed signed from lessee/allottee as well as witnesses, in triplicate.
- b) Pursuant to execution of Lease Deed, Conveyance Deed by lessee/allottee, the concerned Assistant Engineer will get the Lease/Conveyance Deed so executed, registered before the concerned Sub-Registrar in the presence of the allottees and after registration of deed the Assistant Engineer will return the registered copy of the original lease deed to HIMUDA or Conveyance Deed to the allottee for record.

The guidelines ibid shall come into force with immediate effect and all the concerned officers/officials of HIMUDA are directed to adhere to the above guidelines while dealing with the matters of execution and registration of Conveyance Deeds as well as Lease Deeds in latter and spirit.


Dr. Surinder Kr. Vashisht,
CEO-cum-Secretary,
HIMUDA, Shimla-2.