

CITIZEN CHARTER OF THE GOA HOUSING BOARD GOVERNMENT OF GOA

Goa Housing Board constituted under Goa Housing Board Act, 1968 is a Statutory Body engaged, amongst others to provide Social Housing to the poor, affordable housing to other sections of Society as also to moderate private pricing of housing in Goa.

The following Information will clarify the criteria and procedures followed by the Board.

ELIGIBILITY FOR CITIZENS FOR DIFFERENT CATEGORIES OF HOUSING.

1. Applicants income per month should not exceed the limit fixed by the Board for L.I.G. Housing or such norms as may be followed by HUDCO from time to time.
2. For M.I.G. Housing, the monthly income criteria of applicants is between Rs.7,301/- to Rs.14,500/-. For H.I.G. Housing the monthly income criteria of applicant is Rs.14,501/- or above.
3. Ten year's minimum domicile for intending applicants is insisted for L.I.G. and M.I.G. category, who get preference over other general category of candidates.
4. No applicant shall be eligible for allotment of a tenement/plots on the second occasion by the Board.

WHEN AND HOW TO APPLY FOR FLATS, TENEMENTS AND PLOTS OF GOA HOUSING BOARD.

1. Board advertises from time to time notices in local newspapers inviting applications for flats, shops, tenements, commercial premises, serviced plots etc.
2. Respond to this notice, collect prescribed applications from the Divisional offices of the Board at Porvorim in North Goa, Gogol-Margao in South Goa and from Head Office on payment prescribed cost of application form based on the location of the premises advertised for sale.
3. Prescribed initial deposit favouring Executive Engineer (North)/ Executive Engineer (South)/Managing Director as the case may be.
4. Fill in the said form with all listed documents and then submit them within due date to the respective offices and obtain stamp in proof of receipt.
5. The number of applications are more than the number of premises advertised for sale, the first draw will be taken within 10 days from the expiry of last date of receipt of application. Equal number of persons will be kept on the waiting list along with the successful applicant.
6. The list of successful applicant as well as the waiting list applicants names are displayed on the notice Board.
7. The allotment Committee shall scrutinise the application form of the successful and waiting list applicants. The initial deposit of the unsuccessful applicants is refunded immediately. After scrutiny any successful applicant is formed not eligible the top most wait list applicant is considered for allotment.
8. After finalisation of scrutiny of applications, the second draw is conducted to determine the premises to be allotted and list is displayed on the notice Board.
9. Subsequently offer of allotment is issued in Form II of the regulation.
10. The allottee should convey the acceptance within 8 days in form II of the regulation.
11. After receipt of the acceptance letter the order of allotment will be issued in form IV.

ALLOTMENT OF RESIDENTIAL PREMISES ON OUTRIGHT PURCHASE AND HIRE -

PURCHASE BASIS.

1. Hire-purchase agreement (standard copy) is available with Executive Engineer of each Division. Please collect and check its terms and conditions before applying under this category.
2. Tri-partite agreement for Housing Finance is also arranged with some Nationalised Banks. Please collect the details from Divisional Accountant and contact the banks to understand the terms and conditions before application.
3. Outright purchase modalities are simple in comparison. Please collect copy of terms and conditions from the office of Divisional Engineers at Porvorim and at Margao.

HOUSING AND COMMERCIAL PREMISES UNDER AND ADVANCE CONTRIBUTION SCHEME.

1. While responding to our public notice in local news papers in this regard, please collect a copy of terms and conditions at a nominal price from the office of North /South Divisions/Head Offices as per the location of premises advertised for sale.
2. Registration fee of Rs.500/- to Rs.10,000/- is usually sought with application, out of which 95% is refundable in the event of cancellation of booking. This amount varies according to different categories of premises. In the case of Advance contribution schemes 50% of Registration fee is refundable in the event of cancellation of booking.
3. On allotment of choice of premises in the approved plan, 30% of the estimated cost of premises is to be deposited preferably by Demand Draft or pay order to the Office of Executive Engineer (North) or Executive Engineer (South) or Head Office.
4. There is no provisions for refund of initial deposit/30% amount deposited with the Board as cancellations are not allowed once the booking is confirmed. Usually work orders of projects are issued immediately after receipt of this advance.

OUTRIGHT SALE OF SERVICED PLOTS FOR CONSTRUCTION OF HOUSE.

1. Please respond to Board's Public notice in local news papers and collect copy of terms and conditions from the offices of Executive Engineer(North), Executive Engineer(South) and Head Office as the case may be.
2. The plots are allotted either under general category or by auction category as per advertisement issued.
3. The plots are sold only on outright purchase basis and the allotment is done through a system of lottery on pre-published dates, so that applicants can be present during drawal of lots.
4. On successful allotment of plots in lottery the applicant has to deposit the value of plot within 25 days from the receipt of order. Further extension of time for first 45 days will be granted with 10% penal interest and next 45 days will be granted with 15% penal interest. Failure of payment beyond the extended period the allotment liable to be cancelled.
5. The allottee of such plots has to obtain NOC for his construction plan from the Board, before its submission to local authorities for construction licence. Minimum 30% ground coverage of the plot area to be constructed.
6. The allottee shall complete the construction on the plot within three years from the date of possession of the plot.
7. The allottee shall have to make written request in the event extension of time is sought for completion of construction.
8. If the construction is not completed within three years from possession of plot, the

allottee will be charged "Composition Fee" at the prescribed rate of the cost of the plot for each year beyond 3rd year till completion of construction. In the event of the allottee failing to complete the construction within 10 years from the date of possession of the plot, it shall be reverted to the Board by forfeiting the initial deposit and refunding the original cost of the plot without any interest.

EXECUTION OF SALE DEED.

1. In the event of full payment is made for premises and plots, the applicant should contact respective Divisional Executive Engineer for no-dues certificate and nil encumbrance certificate.
2. Thereafter the applicants should contact the concerned Division office along with the occupancy certificate in the Head Office for execution of Sale Deed.
3. Any difficulties are faced by the allottee can report the matter with Managing Director/Housing Engineer/Assistant Secretary and contact them.

PURCHASE OF ADDITIONAL LEFT-OVER LAND ADJOINING TO PROPERTIES OF APPLICANTS.

1. Applicants should contact the Executive Engineer with detailed site plan and survey numbers and area indicated in their applications.
2. The applicants are also advised to contact the Architect Planner of the Board for his N.O.C. in the offer of purchase.
3. Price offered by the Board for proposed land should be accepted and thereafter paid in one lumpsum before seeking execution of sale deed in this respect.

COMPLAINTS REGARDING QUALITY OF ON-GOING WORK AND ALSO OF MAINTENANCE.

1. Applicants under advance contribution scheme can or see the execution of Project work and register their complaints if any to the Housing Engineer of the Board.
2. Complaints of maintenance within six months of possession of built premises, are entertained by Executive Engineer of respective Divisions. The complaints as regards defects in construction pointed out by the allottee at the time of taking possession of the premises will be entertained by the Executive Engineer of respective divisions.
3. Allottees of Housing Board Colonies are advised to form Co-operative Societies amongst themselves, for carrying out maintenance of the building.

FOR FURTHER INFORMATION CONTACT:

Sr. No.	NAME OF THE OFFICERS	PHONE NO.
1.	MANAGING DIRECTOR	2413102
2.	HOUSING ENGINEER	2417917
3.	EXECUTIVE ENGINEER, NORTH DIVISION, PORVORIM BARDEZ – GOA	2413444
4.	EXECUTIVE ENGINEER, SOUTH DIVISION, GOGOL, MARGAO – GOA	2752430
	FAX NO.2417917	