

CHAPTER 5

Norms set for the Discharge of Functions [Section 4(1)(b)(iv)]

- 5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Allotment Rules: The Authority after development of sites under Sites and Service Schemes and houses under housing scheme are disposing to the needy public as follows:

1. Application forms along with a prospects for allotment of plots shall be had from the office of the Authority or any other specified place on payment of the requisite fee.
2. The applications should be made to Authority in the form prescribed along with the required earnest money amount by Demand Draft in favour of the Metropolitan Commissioner, VMRDA along with the required certificates, affidavits and other information specified to be furnished.
3. The plot shall be allotted to only major persons not owning a site/ house or flat in his name or in the name of his wife/ husband or his/ her dependent children or parents in the Urban Agglomeration of Visakhapatnam or in any other town in the Country having a population of more than 50,000 as per 1981 census or within the 'development area' of the Authority.
4. That a person, who owns a house or plot in any town in the country having more than 50,000 population, if he/ she could prove that he/ she has resided for a period of over five years in the 'development area' and does not own a plot or house and the permanent occupation or business within 'development area', is eligible to apply for allotment of developed site.
5. The categories of persons will be classified according to their monthly income as shown here under :-

- › E.W.S.
- › L.I.G.
- › M.I.G.
- › H.I.G.

6. The following principles shall be observed while making allotment of sites by drawl of lots among the eligible applicants:

Economically weaker sections category:

- 15% of the sites offered for sale shall be reserved for Defence and Border Security Force personnel and allotted in the following order of priority, namely:-
- Widows or other dependents of the Defence & Boarder Security force personnel, who have been killed in action;
- Disabled Service and Border Security Force personnel, who are invalidated and out of service;
- Ex-Service personnel and ex-Border Security Force personnel;
- Serving Defence and Border Security Force personnel
- 18% of Sites offered for sale shall be reserved and allotted among the applicants as follows:

Scheduled Castes	14%
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Scheduled Tribes	4%
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- 15% of sites offered for sale shall be reserved and allotted to the applicants belonging to Back-ward Classes;
- 20% of sites offered for sale shall be reserved and allotted among State Government Servants and such of the retired State Government Servants, who have retired on or after the 1st April, 1978 including the employees of public institutions under the control of the state Government in the following order of priority; namely:-

- Retired State Government Servants and public institution employees, who have retired on or after the 1st April, 1978;
- Government servants and public institution employees;
- Remaining 32% of sites shall be allotted among the remaining applicants.

7. Lower Income group category:

- 1 5% of the sites offered for sale shall be reserved for Defence and Border security Force personnel and allotted in the following order of priority namely:-
- Widows or other dependents of Defence and Border Security Force personnel who have been killed in action;
- Disabled service and Border Security Force personnel, who are invalidated and out of service;
 - Ex-service personnel;
 - Service personnel;
- 18% of the sites offered for sale shall be reserved and allotted among the applicants as follows:-
- Scheduled Castes 14%
- Scheduled Tribes 4%
- 15% of the sites offered for sale shall be reserved and allotted to the applicants of Backward Classes:
- 20% of the sites offered for sale shall be reserved and allotted among State Government Servants, who have retired on or after the 1st April, 1978 including the employees of public institutions under the control of the State Government in the following order of priority; namely
- Retired Government servants and public institution employees who have retired on or after the 1st April, 1978;
- Government Servants and public institution employees;
- 5% of sites offered for sale shall be reserved and allotted to the members of the Andhra Pradesh State Legislature;

- Remaining 27% of sites shall be allotted among the remaining applicants.

8. Middle income group category:

- 15% of sites offered for sale shall be reserved for Defence personnel and allotted in the following order of priority, namely:
 - Widows or other dependents of Defence Personnel who have been killed in action;
 - Disabled service personnel, who are invalidated and out of service.
 - Ex-service personnel; and
 - Service personnel;
- 18% of sites offered for sale shall be reserved and allotted among the applicants as follows, namely

➢ Scheduled Castes	14%
➢ Scheduled Tribes	4%
- 2% of sites offered for sale shall be reserved and allotted to the applicants belonging to the Backward Classes;
- 10% of the sites offered for sale shall be reserved and allotted among State Government servants and such of the retired Government Servants, who have retired on or after the 1st April, 1978 including employees of quasi Government local bodies and other public institutions in the following order of priority; namely:
 - Retired Government Servants and public institution employees, who have retired on or after 01.04.1978.
 - Government servants and public institution employees;
 - 5% of the sites offered for sale shall be reserved and allotted to the members of the Andhra Pradesh State Legislature.

9. Higher Income Group Category:

- 10% of sites shall be reserved and allotted for non resident Indians irrespective of their income who would like to settle ultimately in the Visakhapatnam Metropolitan Region Development Authority, Visakhapatnam area and whose names are sponsored by ANRICH, Hyderabad
- 5% of sites offered for sale shall be reserved for Defence personnel and allotted in the following order of priority, namely:-
 - Widows or other dependents of defence Personnel, who have been killed in action;
 - Disabled service personnel, who are invalidated and out of service;
 - Ex-service personnel;
 - Service Personnel
 - 10% of sites offered for sale shall be reserved and allotted among the applicants as follows;
 - Scheduled Castes 6%
 - Scheduled Tribes 4%
 - Remaining 75% of sites shall be allotted among the remaining applicants.
- 10. The lots will be drawn separately in Economically Weaker Sections, Lower Income Group and Higher Income Group Categories for each of the social and professional groups and for such number of sites set apart for each group. In case such of the applicants of the social and professional groups could not secure allotment due to more applicants than the sites set apart for them under these groups, the applicants remaining after drawl of lots shall be added to the general poor and then the lots drawn for the general poor.
- 11. After drawing lots for selecting allottees for a specific number of sites set apart for each of the social and professional groups etc. to avoid any arbitrariness in the re-allotment of plots which have become available due to withdrawal of any allottee after the announcement of results of drawal of lots or after the issue of allotment order, there shall be a reserved list of the

applicants in each of the groups to the extent of not less than 20% of the total number of plots set apart for each of such groups in the notification. This reserved list shall be got prepared by drawing lots out of the unsuccessful allottees and wherever the plots become available for re-allotment due to withdrawal of any of the allottee or cancellation of allotment of any allottee due to default in payment of cost or for any other reasons, they shall be re-allotted to the applicants in waiting list as per the order of priority maintained in the drawal of loss. In case where sufficient number of applications are not received for the reserved categories, the remaining number of sites so reserved shall be deemed to have been allotted to those to be allotted under other categories.

Important Terms and Conditions of Auction

- The sale of application forms and receipt of filled-in applications supported by EMD will be continued throughout even after commencement of the proceedings of the auction also. Eligible applicants can participate in the auction at any stage on each day and will be entitled to bid for plots which remain yet to be auctioned as and when such plot is put to auction.
- Applications received without EMD will summarily be rejected.
- The applications received shall be scrutinized and the eligible applications shall be supplied with Admission passes against the production of Recognition slips on the day of the auction or any day prior to the auction date during office hours at VMRDA office. The Admission pass No. shall have to be mentioned by the applicant while bidding at the time of auction.
- The plots are offered for allotment in the same condition as they are on “as is where is” basis. The applicants should note this before bidding for the plot. The interested parties can inspect the plots before auction and will be deemed to have inspected the plots and satisfied themselves regarding the suitability of plots in all respects.
- The upset price of each Layout will be fixed by the “auctioning authority”.
- The auction of plots will be in accordance with the rules in force and as per the instructions given by the government from time to time.
- VMRDA reserves the right to delete any plot from auction at any stage either before the commencement of the auction or during the progress of the proceedings of the auction and to reject any

or all applications received for auction and to reject even the highest bid amount offered in the auction and to postpone the auction without, assigning any reason. The applicants or the participants in the auction shall not be eligible to make any claim for compensation or otherwise in the event of such deletion of plots or rejection of bid or postponement of auction. In this context the special attention of the applicant is hereby drawn to the fact that VMRDA is entitled to reserve all the plots in any Sector as a whole or Group/s of plots or blocks of plots in any Sector for bulk options for the benefit of Government Organizations including Government Under takings by Central and State Governments and the recognition associations or the employees of such Organizations or Undertaking or Registered Co-operative House building Societies or any other duly registered Societies subject to verification of their bonafides

- Upon a bid being successful and being accepted by the Metropolitan Commissioner, VMRDA the successful bidder shall make payment towards the cost of the plot as follows:
 - 15% of the cost of the plot excluding the EMD is to be paid within the next two working days after the acceptance of the bid.
 - The balance 85% of the cost of the plot is to be paid within the next 90 days in 3 equal monthly instalments (Wherein the EMD amount will be adjusted in the last installment) or within another 60 days extension granted at the discretion of the Metropolitan Commissioner for special reasons to be recorded for which period interest is payable @ 18% per Annum. No extension will be considered beyond 150 days in all. In case the successful bidder fails to pay the cost as per "A" & "B" above or if the allotment is cancelled for any other reason subject to the auction conditions the entire cost paid and the EMD will be forfeited without any need to issue prior notice
- Such plot whose allotment to the successful bidder is cancelled will be allotted to the next highest bidder provided his/ her bid is reasonable the Auctioning Authority and be will then be considered the successful bidder. He/ She should pay 15% of the cost of the plot meditately i.e. within the next two working days after intimation and balance 85% payment as per the rules above. The EMD paid by the 2nd highest bidder shall be retained until the 1st highest bidder pays 15% of the cost of the plot allotted
- The EMD and other amounts paid to the VMRDA towards the cost of the plot etc., by the applicant shall not carry any interest.
- The plots purchased shall be used only for residential purpose shall not be used for any other purpose.

**TERMS AND CONDITIONS FOR ALLOTMENT SHOPS / BUNK / OFFICE
ACCOMMODATION IN VARIOUS COMPLEXES OF VUDA ON LICENCE BASIS
& SEALED OFFERS – CUM – AUCTION CONDITIONS.**

The right to run the SHOPS / BUNK / OFFICE ACCOMMODATION on licence basis for three year are now offered on sealed offer cum Auction basis on an “AS IS WHERE IS BASIS”. Applicants should note this before offering their bid. The applicants are required to quote / bid the monthly licence fee. A list showing the upset price fixed and EMD to be enclosed with the application is enclosed herewith. The applicants are required to quote their offers over and above the upset price fixed. The applications received duly enclosing D.D. less than the required EMD will not be considered and the EMD will be forfeited.

Interested parties / applicants can inspect the shops / bunk / office accommodation before submitting their applications. It will be deemed that the applicants have submitted the applications only after physical inspection of the shops / Bunk / Office Accommodation.

Where an applicant wishes to apply for more than one shop he has to submit separate application form for each shop duly enclosing separate DD towards EMD. The applicants are required to indicate the Shop No. / office in the space provided in the application form. The applicants are also required to specify on the top of the sealed cover containing the application that the application is for allotment of shop No.

_____ / Office _____ Accommodation _____ at
_____ complex. In case the application is for allotment of office, the applicants are required to indicate the plinth area required, rate offered per Sft. and the other details such as floor and name of the complex in the space provided for that purpose in the application form.

The period of the Licence is three years only. Every three years there will be fresh auction. The licence will cease after the expiry of three years and the premises will be taken back by VMRDA without further notice.

The application for Licence should be accompanied by EMD amount of Rs. _____/- or (Rs. _____ only) through Demand Draft drawn in favour of "Metropolitan Commissioner, VMRDA, Visakhapatnam". Applications received without EMD's are liable for rejection. Cheques or any other mode of payment will not be accepted. No interest will be paid on the EMD's paid by each applicant.

The application forms in prescribed form are to be obtained from A.O.(R) Estate wing, VUDA in IIIrd floor, on payment of Rs. 100/- for each application. The applicants are required to sign at the bottom of each page of the application where the conditions are mentioned. The applications will be sold on all working days during office hours.

The applicant has to enclose credentials pertaining to his business and other qualifications if any, along with application.

The applicant has to furnish references from 2 well known persons for pursuing future references along with application.

All the filled in applications together with EMD amounts should be submitted in the box provided for that purpose before in the chambers of the Secretary, VMRDA. Applications if any submitted after the specified time will under no circumstances be received or entertained. The applications received through post will not be entertained and the quotations should be in the prescribed application form obtained from VMRDA on payment of Rs. 100/-. The application form duly signed at the bottom of the conditions on all pages.

The applicant or his authorised representative is only allowed at the time of opening of covers and to participate in Auction.

The sealed covers so received in time will be opened in the presence of the applicants present at that time.

It is made specifically clear that the VMRDA is not bound to accept or confirm the highest offer and reserves the right to reject the same without assigning any reason.

The bid as well as the deposit amount made by the 2nd and 3rd highest bidders will be kept pending for such reasonable length of time as deemed appropriate by the Metropolitan Commissioner, VMRDA so as to enable such 2nd/3rd highest bidder to be considered in case the highest bidder defaults in the payment as per the schedule of payment. However, no interest shall be payable on the E.M.D. amount of 2nd and 3rd highest bidders so retained. The MC reserves the right to consider the bid of 2nd/3rd highest bidder in the event of cancellation of allotment made in favour of the highest bidder. The terms of payment etc., by the 2nd highest bidder will be same as that of the highest bidder.

The highest bidder should pay the required deposit amount in cash/D.D equivalent to 12 months Licence Fee in cash/D.D and Electricity security deposit for shops / bunk of Rs.3,000/- (three thousand only) and for office accommodation of Rs.5000/- within 15 days from the date of issue of proceedings, failing which the EMD paid by him/her shall be forfeited in full, without any further correspondence in the matter. The EMD amount paid will be adjusted against the deposit and the licensee has to pay the balance amount only within the stipulated time.

The licensee should execute an agreement immediately after payment of deposits and taken possession of the premises on the 16th day from the date of proceedings or within the extended time, failing which rent will charged from 16th day onwards besides action will be taken to cancel the allotment for violation of conditions of allotment. In the event of cancellation on account of the above purpose, the entire deposit amount paid by him will be forfeited.

In case of cancellation of the Licence for violation of any terms and conditions the Security Deposit amount shall be forfeited in full.

The Metropolitan Commissioner, VMRDA reserves the right to reject or postpone any offer or all the offerers without assigning any reasons therefore. The applicant shall not have any right to question in regard to issue of licence. The decision of the Metropolitan Commissioner, VMRDA shall be final and binding on all the persons concerned and same shall not be questioned in any manner.

Note: All the terms & Conditions in respect of allotment of sites, houses, shops etc. and auctions are general conditions only. The terms & conditions may vary from scheme to scheme and such terms & conditions eligibility criteria etc specific to a particular scheme will be intimated to the public whenever such schemes are taken up by VMRDA.