

CHENNAI METROPOLITAN DEVELOPMENT
AUTHORITY, (ADMINISTRATION DIVISION)

Office Order No. 02/2013

Dated 21-01-2013

Sub: CMDA – ADU – Handing over of plots in the
project sites at Maraimalai Nagar, Manali,
Koyambedu and Sathangadu – Procedures –
Issued.

In supersession of the earlier orders issued, the following guidelines are
issued with reference to the procedure for handing over of plots at Maraimalai Nagar,
Manali, Koyambedu and Sathangadu.

On receipt of the request from the Allotment Division concerned for
handing over of plots, the Assistant Planner of the Planning Division shall instruct the
Plg.Asst.Gr. III /Plg. Asst. Gr. IV for preparing the sketch. The sketch prepared by PA
III/PA IV shall be checked and countersigned by the Plg. Asst. Gr.I/Plg. Asst. Gr.II and
the Senior Estate Officer of the Project concerned will hand over the site to the
applicant in co-ordination with PA III/PAIV of the Planning Division concerned.

The demarcation of the site shall be done by the Construction Wing,
CMDA. There is no change in the procedure for handing over of plots in case of
Manali New Town (Phase-I) and TNHB shall continue to hand over the plots.

This order takes immediate effect.

R. VENKATESAN,
MEMBER SECRETARY.

To

All DPs in ADU
Senior Estate Officers
All APs in ADU
All PAI/PAII/PAIII/PAIV in ADU

Copy to: P.C. to MS
P.C. to CEO
P.C. to C.P (ADU)
S.E., CW
S.F.A.
S.P. (ADU)
P.M. (ADU)

:: TRUE COPY :: FORWARDED :: BY ORDER ::

G. N. S. m. 22/1/13
ADMINISTRATIVE OFFICER.

2m
22/1/2013