ABSTRACT

Housing – Tamil Nadu Housing Board – Consolidated Guidelines for the allotment of plots, flats and houses – Orders – Issued.

HOUSING AND URBAN DEVELOPMENT (HB3(1)) DEPARTMENT

G.O.(Ms.)No.75 **Dated: 22.05.2025.**
விசுவாவசு வருடம், வைகாசி 8,
திருவள்ளுவர் ஆண்டு 2056.

Read:

1. G.O.(Ms.)No.88, Housing and Urban Development (HB3(1)) Department, dated 28.07.2023.
2. G.O.(Ms.)No.128, Housing and Urban Development (HB3(1)) Department, dated 20.09.2023.
3. From the Managing Director, Tamil Nadu Housing Board Letter No.PNT-1/595/2023, dated 12.01.2024 and 03.03.2025.

ORDER:

In the reference first read above, the Government have issued orders for allotment of plots, flats and houses by the Tamil Nadu Housing Board under "First Come First Serve basis" as per the announcement made by the Hon'ble Minister of Housing and Urban Development while moving the Demand for grant in Demand No.26 for the year 2023-2024.

2. In the reference second read above, the Government have issued guidelines for allotment of unsold units in schemes of Tamil Nadu Housing Board under "First Come First Serve basis".

3. In the reference third read above, the Managing Director, Tamil Nadu Housing Board had enumerated numerous practical difficulties faced while implementing the above guidelines and had sent a proposal for issuance of consolidated guidelines for allotment of plots, flats and houses etc., by Tamil Nadu Housing Board.

4. He has also stated that the Board resolved to constitute a committee with three members viz., the Managing Director, Tamil Nadu Housing Board, the Deputy Secretary, Finance Department and the Director of Town and Country Planning for finalizing the guidelines for the allotment of plots, flats and houses.

5. Accordingly, this committee submitted its recommendations to the Board and the above recommendations were approved by the Board vide its Resolution No.7.07, dated 27.09.2024.

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6. In the light of the above, the Managing Director, Tamil Nadu Housing Board has requested the Government to approve the consolidated guidelines for allotment of plots, flats and houses through online mode by the Tamil Nadu Housing Board.

7. The Government after careful examination, accept the proposal of the Managing Director, Tamil Nadu Housing Board in para 6 above. Accordingly, the Government hereby issue the consolidated guidelines for the allotment of plots, flats and houses through online mode by the Tamil Nadu Housing Board as annexed to this order, in supersession of its earlier orders.

8. The Managing Director, Tamil Nadu Housing Board is directed to take necessary action accordingly.

(BY ORDER OF THE GOVERNOR)

KAKARLA USHA,
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

To
The Managing Director, Tamil Nadu Housing Board, Chennai-107.(w.e)

Copy to
The Office of the Hon'ble Minster (Housing, Prohibition & Excise), Chennai-9.(w.e)
The Private Secretary to the Additional Chief Secretary to Government, Housing and Urban Development Department, Chennai-9.(w.e)
The Housing and Urban Development (OP-I/Budget) Department, Chennai-9.(w.e)
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Annexure to G.O.(Ms.)No.75, Housing and Urban Development (HB3(1)) Department, dated 22.05.2025

Guidelines for Allotment of plots/flats/houses in Tamil Nadu Housing Board

Introduction

To meet the growing demand of housing across Tamil Nadu especially in Chennai City, a City Improvement Trust was formed in 1947, which was later converted into Tamil Nadu Housing Board under the Tamil Nadu Housing Board Act, 1961. Tamil Nadu Housing Board is committed to take up sustainable & affordable housing projects with strict adherence to environmental laws and deployment of cost-effective technology.

Tamil Nadu Housing Board has been developing plots and constructing flats & houses in the state of Tamil Nadu.

Guidelines to be adopted for Allotment of Residential Plots/Flats/ Houses:

I – Allotment by Drawal of Lottery

a) Allotment of Units:

All units (Plots, Flats and Houses) that are brought into sale for the first time (new scheme), will be allotted by drawal of lottery through an online system by ensuring due reservation to various categories based on the orders issued in G.O.(Ms.)No.2, Housing and Urban Development (HB4(2)) Department, dated 02.01.2023.

b) Eligibility Criteria:

The eligibility for getting a unit is that the applicant should, (i) be a native of Tamil Nadu, (ii) completed 21 year of age and (iii) not have bought any plot, flat and house from Tamil Nadu Housing Board either in his/her name or in the name of spouse or minor children.

c) Monthly Income Ceiling:

The monthly income ceiling for purchasing of plots, flats and houses for Economically Weaker Section (EWS), Lower Income Group (LIG), Middle Income Group (MIG) and Higher Income Group (HIG) will be fixed as per the resolution of the Board, time to time. If an applicant who belongs to a higher income category opts for purchase of lower category Plot/Flat/House (except EWS) in the Tamil Nadu Housing Board, such a request shall be considered.

d) Advertisement:

Wide publicity shall be given whenever Tamil Nadu Housing Board brings out residential Plots/Flats/Houses for sales. Advertisements /

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notices shall be given in a minimum two newspapers (Tamil and English) and on the Tamil Nadu Housing Board official website (tnhb.tn.gov.in) inviting applications from the General Public.

e) Online Application:

All the applications for selling Residential Plots/Flats/Houses shall be received and accepted along with the applicable fee through portal. The application module will be opened from the date of advertisement. Interested public shall register, create login credentials and submit their applications along with necessary documents. **The online application shall be open for a minimum of 30 days from the date of advertisement** and may be extended by the Managing Director, Tamil Nadu Housing Board if required.

f) Uploading of Documents:

The applicant shall upload the copy of the following documents:-

1. Proof of his/her Age / Nativity / Income and Reservation category if any.
2. Aadhar / PAN / Scanned signature.
3. Any other relevant document in such format as specified in the online application.

g) Scrutiny of Applications:

After the portal for online applications is closed, all the applications received shall be scrutinized and classified into various categories by the Board within 30 days. In case receipt of large number of applications, this period may be extended by the Managing Director, Tamil Nadu Housing Board if required.

h) Drawal of Lottery:

After scrutiny of applications, all the eligible applications in various categories shall be taken for selection through drawal of the lottery **by following the reservation quota for allotment as stipulated in the relevant Government Orders and Board Resolutions scrupulously**.

During lottery, if the numbers of applicants are more than the number of units available for allotment, a waiting list from the unsuccessful applicants shall be selected.

i) Waiting List:

The number of applicants in the **waiting list shall be 30% of the total number of units available in the type for allotment** (minimum being one and in case of fractions rounded up-to next whole number).

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j) Intimation to the selected Applicants:

After drawal of the lottery, the selected applicants (excluding the applicants in the waiting list) shall be intimated through e-mail, SMS and the list shall also be displayed on the official website of the Tamil Nadu Housing Board for booking the Plots/Flats/Houses of their choice. The date of opening of booking shall also be intimated in the above mentioned communication.

k) Booking of Plots/Flats/Houses:

The selected applicants will be allowed to book the Plots/ Flats/Houses of their choice along with payment of initial cost through the online portal. The choice of the applicant shall be confirmed by the computer system. This process shall be completed within a time frame of 30 days. This timeline may be extended by the Managing Director, Tamil Nadu Housing Board if required.

l) Online Payment:

The booking of the Plot/Flat/House of their choice shall be confirmed only after the applicant completes the payment of initial amount as mentioned in the advertisement, through the payment gateway on the online portal. The mode of payment for unit selected under Outright Purchase Scheme (OPS) and Self Financing Scheme (SFS) are as follows:-

S. No	Scheme	Payment schedule	Payment mode
1	Outright Purchase Scheme of plots, flats and houses	Initial	10% of the cost of unit through the payment gateway on the online portal through Tamil Nadu Housing Board e-service portal.
		Final + GST other taxes applicable	90% of the cost within 90 days either in part or full payment through the payment gateway on the online portal or by e-challan.
2	Self Financing Scheme of flats and houses	Initial	10% of the cost of unit through the payment gateway on the online portal through Tamil Nadu Housing Board e-service portal.
		Installments + GST other taxes applicable	The balance 90% cost in installments within the due date as per the schedule of payment from the date of allotment through the payment gateway on the online portal or by e-challan. Those applying after date of initial allotment, have to pay all passed over installments with accumulated interest within 60 days from the date of allotment.

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m) Allotment to waiting list applicants:

If the selected applicant fails to exercise his choice of booking the Plot/Flat/House within the stipulated time, the order of rejection will be sent to the applicant and initial payment made will be refunded **after deducting 0.5% of the initial payment or Rs.10,000/- whichever is higher.** These units shall be offered to the applicants from the waiting list for the same type. This shall be intimated through registered e-mail, SMS and the Tamil Nadu Housing Board official website.

The next applicant in the waiting list will be allowed to pay the initial cost through the payment gateway on the online portal within 30 days from the receipt of the intimation.

n) Generation of Allotment Order:

After verification of the booking and payment of the applicants / waiting list applicants by the Executive Engineer & Administrative Officer / Manager – Marketing & Service, the allotment order will be generated and communicated to the allottees within 3 working days and it can be downloaded by the allottee through the portal. Any change of unit after the issue of allotment order will not be entertained. Orders of rejection will be sent to applicants who are found ineligible after verification, and the initial payment will be refunded **after deducting 0.5% of the initial payment or Rs.10,000/- whichever is higher**.

Any allottee, who produces documents that are incorrect/false/bogus/ untrue/illegal, then such allotment will be summarily cancelled **by forfeiting the initial payment.**

II – Post – Allotment Procedure

Upon successful allotment, the following procedure will be followed:

a) Lease-Cum-Sale agreement:

The concerned Executive Engineer & Administrative Officer / Manager – Marketing & Service shall generate Lease-Cum-Sale agreement and upload into portal within 3 days from the date of issue of allotment order and sending a SMS & e-mail to the allottee that he can now retrieve the Lease-Cum-Sale agreement from the portal. Thereafter, the allottee can download the "Lease-Cum-Sale" agreement form from the portal, affix special adhesive stamp of Rs.200/- and upload the signed agreement in the portal within 15 days.

The concerned Executive Engineer & Administrative Officer / Manager – Marketing & Service should affix his digital signature in the "Lease-Cum-Sale" agreement uploaded by the allottee within 7 days from the date of uploading. After such signature, the allottee can download the e-signed "Lease-Cum-Sale" agreement.

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b) A and B certificate:

To obtain the A and B certificate for loan purpose, applicants must upload the required documents on the portal, as follows:-

1) For Government loans, a self-certification document.
2) For bank and financial institution loans, an in-principle loan sanction letter.

The concerned Executive Engineer & Administrative Officer / Manager – Marketing & Service shall generate the A and B certificate within three working days from the date of uploading the required document by the allottee. Once the A & B certificate is generated the allottee can download the A and B certificates from the portal within seven days of uploading the self-certification document or in-principle loan sanction letter.

c) Default of payment:

For plots, flats and houses under Outright Purchase Scheme, if the allottee fails to pay the full cost within 90 days, a notice will be sent to allottee to pay the cost within 15 days, failing which the allotment order is liable to be cancelled. On cancellation, the amount paid by the allottee will be refunded **after deducting 0.5% of the initial payment or Rs.10,000/- whichever is higher.**

For flats and houses under self financing scheme, if the allottee fails to pay any installment within the specified period, three [3] notices will be sent to allottee to pay the installment within 30 days, failing which the allotment order will be liable to be cancelled. On cancellation, the amount paid by the allottee will be refunded **after deducting 0.5% of the initial payment or Rs.10,000/- whichever is higher.**

d) Handing over of Unit:

On 100% payment and completion of the projects with all statutory compliances, the concerned Executive Engineer & Administrative Officer / Manager – Marketing & Service shall generate handing over order within 7 days. The allottee can download handing over order from the portal.

The concerned Assistant Engineer/Surveyor shall hand over the physical possession of the plot/flat/house to the allottee within 7 days from the date of issue of handing over order. Upon handing over, the Assistant Engineer / Surveyor shall upload the handed over document in the portal, formally completing the transfer of possession.

Sale Deed

e) Draft Sale Deed:

After handing over of plot, flat and houses, the concerned Executive Engineer & Administrative Officer/Manager – Marketing & Service shall

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generate draft sale deed within 7 days and sending a SMS & e-mail to the allottee intimating that he / she can download the draft sale deed from the portal.

To proceed with the execution of the Sale Deed, the allottee is required to download the draft Sale Deed from the portal after paying the requisite scrutiny fee for the execution of the Sale Deed. If the allottee has availed a loan from Government, Bank or Financial Institutions, they must upload the No Objection Certificate (NOC) from the respective institutions in the portal.

f) Execution of Sale Deed:

The allottee may fix a date and time through online portal for execution of sale deed with the concerned Executive Engineer & Administrative Officer / Manager – Marketing & Service.

On the appointed date and time, the concerned Executive Engineer & Administrative Officer / Manager – Marketing & Service will verify all the documents and will execute the sale deed with the allottee.

g) Registration of Sale Deed:

The allottee shall register the sale deed with the Sub-Registrar concerned within 120 days.

III – Allotment procedure for unsold units after lottery

Units which remain unsold after conducting the lottery system are treated as available unsold units and these units (Plots/Flats/Houses) will be allotted on a "First Come First Serve basis". To facilitate this, advertisements shall be given in a minimum of two newspapers (Tamil and English) and on the Tamil Nadu Housing Board official website (tnhb.tn.gov.in) inviting bookings from the General Public.

Unsold units shall be allotted on a "First Come First Serve basis" within respective reserved categories as per G.O.(Ms.).No.2, Housing and Urban Development [HB4(2)] Department Dated: 02.01.2013 to equalize dropouts and fill shortfalls in reservation quotas. This allotment will occur within 365 days from the initial booking date.

Interested persons can access www.tnhb.tn.gov.in and get the details of units for sale. The booking module will be opened from 15 days after the date of advertisement. Interested public shall register, create login credentials and book their specific unit along with necessary documents. The online booking will remain open from 15 days after the advertisement date until the scheme's closure.

On selecting a specific unit, the applicant has to fill up particulars, pay the initial cost and upload mandatory certificates (Nativity certificate, Income certificate, Age proof certificate, Aadhaar, Permanent Account

Number, Scanned signature of the applicant) or any other documents in such formats as specified in the portal.

The concerned Executive Engineer & Administrative Officer/ Manager – Marketing & Service shall scrutinize the applications with reference to Government orders, board resolutions and circulars within 3 working days. Units remaining unsold after 365 days will be re-offered for sale again through widespread publicity, inviting applications from the general public. Allotments will be made through an online lottery draw within reserved categories, as per G.O.(Ms.)No.2, Housing and Urban Development [HB4(2)] Department dated 02.01.2013, to address dropouts and reservation quota shortfalls.

Any remaining units after the lottery will be offered for sale to the general public. These units will be allotted on a "First Come First Serve basis" from a common pool, open to all eligible applicants.

All post-booking guidelines applicable to the Lottery system will also be followed for units allotted on a "First Come First Serve basis".

KAKARLA USHA,
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

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