

**CLARIFICATIONS FOR PROCESSING LRS APPLICATION
AS PER GO MS NO:151 DT: 02-11-2015.**

S. NO	<u>Clarity Sought</u>	<u>Clarification</u>
I. GENERAL		
1	What is meant by unapproved and illegal layout?	<p>a) Land which is sub-divided into plots without permission from Competent Authority.</p> <p>b) Sub-division of land and sale of plots without approval from the Municipal Corporations, Municipalities and Urban Development Authorities and Metropolitan Development Authority as the case maybe.</p> <p>c) Un-authorized illegal layouts would also include tentative layouts approved by Municipal Corporation/ Municipalities /Urban Development Authorities/ and Metropolitan Development Authority where plots have been sold without Obtaining final layout approval.</p> <p>d) Gram Panchayat layouts (covered in UDA/Master Plan) without prior approval from Director of Town and Country Planning/Urban Development Authority / and Metropolitan Development Authority.</p>
2	What are the advantages of regulating an unapproved layout?	<p>a) Regulation of unapproved layouts will entitle the applicant to get building permission from the Competent Authority.</p> <p>b) Civic amenities like roads, water supply, drainage, streetlights will be provided subject total payment of all required charges by all plot owners.</p> <p>c) The unapproved layout areas will be brought in to the fold of planned development of the Towns/Cities.</p>
3	What are the consequences if one does not apply for regulation of unapproved layout?	<p>a) Information will be sent to Registration Department to enter the land into Prohibitory Register of lands and no sale / disposal or transactions shall be allowed in such sites.</p> <p>b) Other enforcement action including demolition of the building if any on such plot/plots shall be initiated.</p>
4	Whether the layout regulation scheme is applicable to all Gram Panchayat areas also?	No. However this scheme is applicable to only Gram Panchayat areas falling within Urban Development Authority limits/covered in sanctioned Master Plans.

5	Whether a layout approved by a Gram Panchayat (covered in UDA limits or Master Plan limits) without technical approval of Director of Town & Country Planning/Urban Development Authority is a valid layout?	No.
6	If I have purchased a plot in unapproved layout, can my plot be regularized under this Scheme?	Yes, It can be regularized subject to submission of application along with sale deed executed prior to the cutoff date i.e., on or before 28.10.2015, notification of the Rules and payment of prescribed fees and charges.
7	Can I purchase a plot in an unapproved layout after the date of notification and come forward for regularization payment of all fees and charges?	No. This scheme is applicable only for plot owners who have registered sale deed executed on or before cutoff date i.e 28-10-2015 and also see clarification issued at Sl.No.14.
8	I have a plot in a layout approved by Gram Panchayat falling in UDA limits without getting technical clearance from UDA. Do I need to apply for regulation under this scheme?	Yes, Gram Panchyat has no power to approve the layout technically. When it was not in HMDA area, it was DTCP which has to give technical approval. Once it is under HMDA jurisdiction. HMDA has to approve technically. You have to apply for regularisation.
9	I have a plot in a layout approved by Gram Panchayat without getting technical approval from the DT&CP but covered by the sanctioned Master Plan. Do I need to apply for regulation under this scheme?	Yes, also read clarification issued at Sl.No.8.
10	Whether charges for regulation of unapproved layouts can be paid in instalments?	No such provision. Belated payments attract 10% Interest Per Annum, as per HMDA Act, 2008.
11	I have constructed a building in an unapproved plot. Can I apply for regulation of my plot and building?	Yes. You have to file separate applications, one for regulation of unapproved plot and another for penalization regulation of unauthorized building. First plot to be regularized. Then only buildings will be regularized.
12	Is layout copy valid if there is no gram panchayath stamp on it?	Yes, if the plot is subdivided and has plot number.
13	The neighbouring land owner has blocked a road by showing the end of the road as plot and constructed a building. Can this plot blocking the road be regularized?	No.
II. Title Related		
14	Sale deed (before cutoff date), rectification deed after cutoff date i.e.28-10-2015, such case is considered for LRS or not?	a) The plots can be regularized based on the sale deed executed before the cutoff date, for the rectification deed. If the owner is same then it can be agreed. b) Subsequent transactions can also be considered if the first sale deed is registered before cut off date i.e. 28-10-2015

		(As per Government Lr.No. 5160/M1/2017, dt. 27-5-2017 by levying open space contribution charges as per the latest document). The said link document sharing the registration done prior to 28.10.2015 shall be uploaded by the applicant.
15	Two sale deeds are uploaded for different plots in (single application),site plan made in one drawing as the plots are adjacent to each other ,such case is considered for lrs or not ?	Yes can be considered, since the plots are adjacent.
16	Gramakantam limits (sale deed registered) No Sy.No., No.Plot.No such case is considered for lrs or not ?	LRS not required.
17	Sale deed registered for two plots but applicant applied lrs for single plot, such case is considered for lrs or not?	Yes. LRS will be considered for the single plot wise.
18	A.case (a): Applicant applied for lrs & sold it to some other person ,this case is applicable for lrs ?	Yes, Declaration /N.O.C to be obtained from the Purchaser.
	B.case (b): No lrs has been applied earlier & plot has been sold, is it possible to apply for lrs using old sale deed(i.e., date of registration is on (or) before 28/10/2015), while the new registration is after cutoff date.	-No (prior to the following two Govt. Memos) 1. Earlier it was not possible but as per the clarification issued by the Government in Memo No. 5160/M1/2017, dt. 27-5-2017, the subsequent transactions taken place after 28-10-2015 shall also be considered for regularization under LRS by levying open space contribution charges on the latest document value 2. As per Government Memo No. 2252/M1/2017, dt. 28-4-2017 the building permissions in plots / sites which are not applied under LRS but the cutoff date of first registration is prior to 28-10-2015 are eligible for regularization by the competent authority (HMDA) on collecting basic penalization charges as per LRS 2015 and 33% compounding fees on the same plus open space contribution charges on the present market value of the site / plot
19	Sale deed (before cutoff date) ,supplementary deed after cutoff date ,such case is considered for lrs or not ?	Yes can be considered, if the site is registered plot before the cutoff date, and rectification/corrections are only done.

20	If Applicant name is not matching with Name on sale deed and all the other details of the applied plot are matching, whether to shortfall or recommend the application?	Technical Scrutiny officer to correct the name as per Sale / Title Deed. Additionally, the applicant may be informed to submit written consent requesting name change for official records. Short-fall need not be intimated for this reason alone. Sale deed shall not be taken a fresh under any circumstances, only uploaded sale deed applicant should be considered and decision will be taken.
21	There are lot of applications instead of sale deed	
	a.Agreement of Sale cum General Power of Attorney	NO
	b.Agreement of Sale cum General Power of Attorney(with possession)	Government clarity is sought vide Lr.No. 251/IT Cell / HMDA/2016, dt. 30-1-2017 and reply received vide Government Lr.No. 1519/M1/2017, dt. 10-4-2017 as per which AGPA with possession is to be considered if the same is executed on or before 28-10-2015.
	c.Development Agreement cum General Power of Attorney	NO
	d.Partition deed and Gift Deed	Yes – if it is registered before 28.10.2015.
	e.Release deed -	<u>Yes, if it is registered.</u>
	f.Sale certificate –	<u>Yes, if it is registered.</u>
	Hence These type of LRS Applications can we Recommend.	<u>Yes, it is given by Bank/Government, financial institutes.</u>
	22	If there are (10) Sy.nos in the sale deed one Sy no falls in Govt/ ULC whether that case can be considered under LRS
23	So many Sy no's shown as court cases in POB register whether it can be considered for LRS.	The court cases in which HMDA is not a party and there are no orders prohibiting HMDA to consider LRS approvals can be examined for consideration of LRS by imposing a condition that the LRS proposal is considered subject to outcome of court orders if any
24	In the sale deed House no mentioned Sy no not specified how to verify in POB lands	Call for shortfall
25	The applicants submitting the pahani/ Pattedar Pass Book as a title for LRS can be considered?	Yes. Can be considered if it is upto One Acre and satisfies other conditions.

26	LRS applicant on whose name the application is submitted is “deceased” (no more), on whose name such LRS application proceeding to be issued?	LRS proceeding may be issued on “Legal heir” by obtaining death certificate from Municipality / Gram Panchayat and legal heir certificate from Civil Court / Revenue authorities.
III. Technical Scrutiny		
27	Agricultural land of X sq.yds.< 1ACRE, but without layout is it applicable for lrs ?	If the proposed site of LRS is upto than 4000 Sqmts the LRS proposal can be considered and for the sites which are more than 4000 Sqmts extent cannot be considered and they may be asked to apply for the regular layout approval.
28	Signature on indemnity and site location plan is not matching, what is to be done in this issue?	Indemnity bond with corrected signatures shall be obtained and the signature shall be tallied with the signature in sale deed and site plan. It can be done at the time of DC payment
29	Road effected area is not shown in the site location plan, in case of road widths less than 30'.Such plan's which does not show internal road effected area can be entertained or not for LRS ?	Applicant shall be informed to submit the site plan showing internal road widths and road affected area in order to maintain minimum road width of 30 feet.
30	What is the minimum approach road width in the growth corridor? many applicants applied in the growth corridor ,please clarify what is the approach road width.	40 feet approach road. 30 feet internal road. a) For non growth corridor areas the LRS can be considered with minimum 30 feet approach road b) For the sites with abutting road less than 30 feet can also be considered by effecting / deducting the minimum width of the plot to maintain 30 feet approach road.
31	Farm site number instead of plot numbers are given in sale deed such case is considered for lrs or not ?	If the proposed site of LRS is upto 4000 Sqmtrs the LRS proposal can be considered and for the sites which are more than 4000 Sqmts extent cannot be considered and they may be asked to apply for the regular layout approval.
32	Whether to process OPEN PLOT applications?	if these plots are not in open spaces as per the freezed layout. Inspections to be done in every case and to certify that the plot does not fall under open space category in any approved layout/ draft approval/ unapproved layout.
33	Whether to process subdivided plots under ONE VENTURE/LAYOUT, if submitted as SINGLE online application & fully OR partially unsold?	If layout is more than One Acre, let them apply for a fresh layout.
34	Whether to process the manual applications received under 2008 scheme for which there is NO ONLINE APPLICATION SUBMITTED UNDER 2015?	Yes, process.

35	Whether to process applications received under 2015 with ZERO or PARTIAL payment of Initial Processing Rs. 10,000/- for which applicants have paid FULL or PARTIAL amounts under 2007-08 scheme	1. ZERO PAYMENT UNDER 2015 applications shall NOT TO BE PROCESSED. 2.PARTIAL payment under 2015 as Initial payment MAY BE processed, if the partially paid amount is as per the GO 151 of LRS: Rule 8(b).
36	Should the NEW application processing eligibility criteria be payment of Rs. 10,000/- as initial processing or an amount less than 10,000/- payment may also to be considered?	PARTIAL payment under 2015 as Initial payment MAY BE processed, if the partially paid amount is as per the GO 151 of LRS: Rule 8(b).
37	GO 152 of BRS Rule (5c) says “in case of rejection, the competent authority may refund the amount <u>after retaining 10% of the above amount paid by the applicant</u> towards scrutiny and processing charges”. GO 151 of LRS DOES NOT HAVE a mention of REJECTION scenario and does not speak about amount to retain with HMDA towards processing and scrutiny charges	There is no provision under GO 151 for refund of LRS amounts. Hence can not be refunded initial amount of Rs.10,000/- or less.
38	Whether to process applications who have by mistake mentioned YES for “Applied under 2008 scheme in phase 1 of OLD LRS online applications?”	Can be processed by obtaining the clarification from the applicant.
39	Is Indemnity bond valid if it is not printed on Rs .100/- bond paper?	Intimate shortfall to applicant to submit indemnity bond again online and process the application on compliance.(Database to be maintained)
40	If only layout copy is not submitted by applicant and all the other documents are submitted, can the application be recommended with a condition “subjected to submission of layout copy”?	-Yes-
41	If there is no either first party or witness/witnesses signatures on Indemnity bond and all other documents are submitted, can the application be recommended with a condition “subjected to submission of indemnity bond”?	Yes, Process
42	If there is no owner and/or architect signatures on site location plan, can the application be recommended? & if architect license no. is not visible/ not provided , is site location plan valid?	Yes. Recommend but obtain these documents (Plan duly signed by the Architect and owner)at the time of Payment of Fee.

48	It is requested for clarification whether LRS application applied for complete layout to an extent of Area in Ac.Gts. can be regularized.	No, ask the applicant to apply for full layout as fresh layout application(as regular layout)
49	Plot boundaries (road widths) are not mentioned in the sale deed document. Instead of road width just given as Layout Road / Road . Please clarify It can be Recommended or call for shortfall with rectification deed.	Intimate SHORTFALL TO applicant for rectification deed.
50	If title scrutiny put the short fall in case of prohibited land or any other reason. Then is Technical scrutiny can be proceeded as per documents or call for shortfall.	After title clearance only, Technical scrutiny and Fee certification is to be done.
51	In single Application Applicant Applied for Multiple plots	
	a. With connectivity of plots	Yes, can be recommended
	b. Without connectivity of plots	All the plots of the same owner need not be connected if a plot has approach road. It is enough to consider for regularisation.
52	If the Plot u/r is falling in the bed of water bodied like River / NALA / FTL of any Lake / Pond / Kunta shall the same may be considered for regularisation ?	No, the plots falling in the bed of water bodied like River / NALA / FTL of any Lake / Pond / Kunta as per the Notified Master Plan cannot be considered for regularisation.
53	If the Plot u/r is falling within 100m distance / the vicinity of water body / lake / pond / Kunta / Shikam lands shall the same may be considered for regularisation ?	To verify the water bodies in the lake protection cell of HMDA and update the same and process,if not get N.O.C required from irrigation department.
54	If the plot is abutting a NALA / Vagu can the plot be regularised ?	With in the 50mtrs. distance from the NALA we may call the remarks or lakes division of HMDA clearance.
55	If the plot u/r is abutting Gas / Oil / HMWSSB water pipeline, whether to insist the NOC from the concerned authorities ?	We may process subject to condition may be imposed N.O.C may be obtained at the time of building permission.
56	If the plot is abutting to ORR service road and falling in the 15mtrs. Buffer Zone (as per G.O. Ms No 470).	Process, But, show 15mtrs buffer in the plot and conditions of Go MS No: 470 Dt; 07-09-2008 applicable.
57	What is the minimum width of the plot for regularization	Minimum width 20 Feet(6.0 m) and depth 27 Feet(8.2m).
58	As per sale deed the applicant is having Ac.5.00 of land title. He applied for so many plots with approval of Grama panchayat layout for LRS it can be considered?	Ask the applicant to apply for new layout.
59	The applicant is submitting the Market Value certificate for residential use received from SRO but the plots falls in non- residential zone. In such cases which market value is to be considered	Consider the Market value received from concerned Registration authority.

60	Amount to be calculated for Net area or total area incase of road affected (incase of internal Road and Incase of Masterplan road)	For Internal Road: To maintain the minimum road width of 9 m in the layout, the applicant shall surrender the road affected area and pay the penalization charge for the total plot area.
		For Masterplan Road Affected area: if the plot is affected by proposed Masterplan road or existing road widening as proposed in masterplan. The plot area will be considered only after deducting road affected area.
61	Title scrutiny recommended by the title scrutiny officer, can it be objected by the technical scrutiny officer.	No. Once the title scrutiny officer recommended the ownership, the Technical scrutiny officer shall not raise the objections or reject on the grounds of title unless there are valid objections from Technical Officer.
62	Name on Application is same as name on Sale Deed. However, Name on EC as on 28.10.2015 not matching with Name on Sale Deed. <u>Revenue loss to HMDA, if processed considering the market value of sale deed is the key component for fee computation of 'Open Space available'</u>	Compute as per the latest market value prevailing on 28-10-2015.
63	Ownership change with respect to 2007-08 Versus 2015 application & adjustment of already paid amount whether to process such files	Take consent from old owner, deduct 10% towards process fee and adjust to new application
64	EC Verification on Registration Department is not required	<p>Required, online verification. no shortfalls to be raised for EC by revenue officers.</p> <p>No Technical staff has to raise any objections on EC.</p> <p>Title Verification Officers (5 in number currently) to check for the Government Prohibited, ULC Lands etc. in offline data as furnished by Secretary, HMDA</p> <p>- If found in ULC or Government Prohibited Lands, Forest lands, these applications may be put into shortfall state (15 days). Ref. 58, 59 etc. GOs</p> <p>- If the applicants do not submit any evidences, NOCs, Orders within 15 days, these applications may be REJECTED.</p> <p>All the Title Verification Officers working at HMDA Office and expedite the processing speed by completing at least 30 applications per day.</p>

65	Name on online application' (eg. Nalla Malla Reddy) not same as 'Name on Sale Deed/Title Deed' (eg. Harsha Estates represented by Nalla Malla Reddy -	Process such applications. These need not be rejected. Proceeding to be issued in the name of person as per sale deed.
66	Son's / Daughter's Name on online application & Father's / Mother's Name on Sale/Title Deed	Process such applications if all the signatures, documents are in the name as per sale / title deed and corrected in the site plan and application also but LRS is to be approved only in the name of registered person only.
67	Wife's name on online application & Husband's name on Sale/Title Deed & Vice-a-versa	Process such applications. consider sale deed as valid one. In no case fresh sale deed shall be obtained. LRS in the name of registered person only.
68	Online application name & Name on Title Deed - Family members / siblings	Process such applications.
69	How to process the application if there is no date/day on sale deed?	Check http://registration.telangana.gov.in website with Sale / Title deed number to get the date and process further. If not available reject it.
70	For Sale Deed executed before 1983 the registration department have no data that can be considered under LRS	Yes.
71	The layout owner has taken an approval from the Gram Panchayat with technical clearance of Director of Town & Country Planning / Urban Development Authority but subsequently changed the layout and its constituent plots, open spaces and roads and I purchased a plot based on this changed layout on ground. Can my plot be regularized?	No.
72	The owner has sold away the open spaces in the approved layout by carving plots. Can these be regularized?	No.
73	If total area of the site is 3 acres and only 10 plots holders having plots of 250 sq. yards each apply for approval, whether the owners of 10 plots can get their plots regularized?	Yes. The plot holders who come forward for regulation of their plots will be considered for approval subject to conditions but layout patterns has to be frozen, If in compliance with G.O.Ms. no. 151.
74	A 100 ft Master Plan road is proposed through our colony layout. The alignment of the said 100ft road is passing through plot and in adjoining plots which have buildings. Can my plot and the said adjoining plots be regularized?	The plot will be regularized by showing the master plan effected area in the plan and deducting that portion from computation of Fee
75	If a particular survey no. has two or more land uses, how to process the application?	Check the land use for site under reference i.e. plot and process.

		In rarest of the rare case, use the internal surveyor for revenue sketch certification.
76	OLD LRS applications which have been submitted to HMDA during 2007-08 scheme, PARTLY processed and not applied under 2015 scheme, what should be done?	All such applications are to be listed to be processed by applying GO 151 NEW LRS rates (Ref. Letter No. 2132/M1/2016 dated 16.03.2016). LRS Software to be enhanced for this.
IV. Master Plan		
77	Some survey numbers falling in HADA & 2031 as well as the proposed roads are different in HADA & 2031, which master plan is to be considered?	The land use plan to be taken into consideration is MDP-2031 as per the G.O Ms No.33 MA & UD dt: 24.01.2013, G.O.Ms.No.287 MA&UD dt. 3.04.2008 holds good for HADA Area.
78	Revenue sketch needed LRS applications Layouts to be super imposed on GIS Master plan for further analysis and to verify if master plan roads are plying or water body exist etc.	Yes wherever the master plan roads are passing within the survey number revenue sketch shall be prepared by the concerned surveyor (HMDA)
79	GIS based Master Plan Data of MDP-31, HUDA, HADA & CDA – for superimposing exercise of LRS-GIS JPPs	The QC performed GIS data of MDP-2031, HUDA, HADA & CDA to be obtained from Master Plan CPO
80	Bhuvan Portal Data to be used by LRS-GIS JPPs	LRS-GIS JPPs to use Bhuvan portal data additionally, as and when needed to dispose the LRS files related to Master Plan Parameters
81	Applications falling in Bio-Conservation, Buffer Zone, Water Bodies, Forest, Transportation Zone.	Such applications to be REJECTED
82	If survey no.of applied plot is missing in Master plan, whether to shortfall or recommend the application based on village base map???	Forward it to Master plan section and get the survey numbers incorporated. If there is no change in land use, process it. If land use change is there, if it is permissible as per clarifications at Sl.No.85, levy land use charges and process. If land use is not permitting, reject it.
83	If a particular survey no. is repeated twice or thrice in Master plan, how to process the application?	Forward it to of master plan section and Get the correction from them.
84	If the plot is earmarked in the peri urban zone. The land conversion charges to collected or not	Yes. As per peri urban zone, ground coverage is should not exceed 25% for general construction. Conversion charges are needed and in special case if applicant requeste for Peri urban, conversion charges shall not be collected.

85	What are the land uses to be converted under LRS	<p>1. As per GO Ms no:151, rule 7, Authority shall have power to convert if the site is contrary to the land use stipulated in master plan except those items mentioned in rule 5 in the said GO</p> <p>2. No LRS approvals shall be considered under G.O 111 areas which are ear marked for protection of catchment areas of Osman Sagar and Himayath Sagar lakes</p> <p>3. No LRS approvals shall be considered in the site which are ear marked for</p> <p>(1) industrial / manufacturing use zone</p> <p>(2) Recreational use zone</p> <p>(3) Water body zone</p> <p>(4) Open space use zone</p> <p>As per the Master Plan / Zonal Developmental plans</p> <p>(5) Central Square</p> <p>(6) Transportation Zone</p> <p>4. All other uses viz. Public and Semi Public use zone / Institutional Use Zone / Conservation use zone can be considered for regularization under LRS approval.</p> <p>5. And also see clarification at S.No. 81</p>
V. Site Inspection		
86	In site inspection, if the applied plot is getting effected under high tension lines, whether to reject the application or recommend the applicaton by cutting the affected area from the plot? If to recommend the plot, what should be the minimum percentage of area to be remained after cutting?	Process the applications by showing the HT line in the site plan with green belt all along the HT line as per the G.O Ms no7.
87	In site inspection, if the plot is not vacant and construction is in progress, whether to recommend or reject the application?	Ask the applicant to stop the construction first, then regularize after that only applicant to obtain Building Permission.
88	As per layout plot /sale deed, dimensions/ boundaries are not tallying with the ground at the time of site inspection. Please clarify at that case can we recommend the site inspection	Should not be recommended. A shortfall may be intimated once
89	Is Site Inspection to be done for each and every individual plot?	Not required. Once layout is frozen, required action to be taken accordingly by site inspector under the guidance of PO

VI. NALA		
90	If NALA NOC is submitted by Applicant, the same will have to be certified by Revenue Officer for correctness in order to be processed further by PO.	Yes
91	For NALA charges the applicant submit conservation of Land use G.O., can't be considered for exemption of NALA charges for LRS	NALA charges and Change of land use charges are different. NALA is conversion from Agriculture to Non-Agriculture, to be collected by the Revenue Department. Whereas Change of land use Plan is done by HMDA, these charges are different.
92	Whether to refund excess NALA amounts paid, if 3% is consented by Government?	YES. To refund 50% of excess paid NALA amounts i.e. 9% as on date and also the applicant has to pay the additional 1.5% Penalty (i.e.4.5%)
93	Whether to refund total NALA amount paid, if NALA proceeding obtained from RDO, online uploaded and certified by HMDA Title scrutiny officers	YES. To refund paid NALA amount, if NALA proceedings as obtained from RDOs are online uploaded by applicants and after duly certification by respective Revenue officers
94	Currently 9% NALA charges are being collected @ HMDA. Clarification sought from Government on "How much % of NALA charges to be collected".	Based on the Clarification issued by Govt. On NALA Act 2006, Section 6(1) & (2), NALA Charges to be collected @ 3% + Penalty of 1.5%, cumulating to 4.5% further the conversion of the land from agriculture to non agriculture has already been effected without obtaining permission from the competent authority. Hence, though the registration is before 1-1-2006, NALA charges to be collected.
95	OLD LRS applications having registration done before 2006, whether to charge NALA fee while disposing?	Yes, Based on the Clarification issued by Govt. On NALA Act 2006, Section 6(1) & (2), NALA Charges to be collected @ 3% + Penalty of 1.5%, cumulating to 4.5%. Further the lands have been divided into plots without competent authority converting it in to Non-Agriculture purposes. Hence NALA charges to be collected though the plot is registered before 1-1-2006.
VII. OLD LRS		
96	OLD LRS applications which have been submitted to HMDA during 2007-08 scheme, 100% processed and not applied under 2015 scheme, what should be done?	All such applications are to be listed to be processed by applying OLD rates (Ref. Letter No. 2132/M1/2016 dated 16.03.2016). If the due amounts are less than Rs. 100, the same to be WAIVED. LRS Software to be enhanced for this.
VIII. FEE CERTIFICATION		
97	What is the method for computation of the betterment Charges, Conversion charges and shortfall of open charges?	As per the methods adopted in Go MS No: 151 Dt: 02-11-2015.
98	Whether regularization charges paid in excess will be refunded?	Yes refunded after issue of the proceedings.

99	If the application is rejected, whether the regularization charges paid are returned?	There is no provision for refund of initial LRS fee of Rs.10,000/- or less.
100	Whether to refund any excess amounts paid under 2015 scheme after adjusting the 2007-08 paid amounts?	YES. To refund excess amounts paid under 2015 scheme (if any left) after adjusting the 2007-08 paid amounts
101	If any excess amounts are left in the payments made under 2007-08 scheme, whether to ADJUST to NALA charges?	NO. NOT TO ADJUST balance amounts of payments made under 2007-08 & 2015 scheme to NALA as NALA amounts are routed to Revenue Department at later date and adjusting such transactions will call for AUDIT objections.
102	Whether to refund Excess amounts paid under 2007-08 (if any left) w.r.t. current computation of fee	NO. NOT TO REFUND any Excess amounts paid under 2007-08 Ref: Govt. Letter no 2132/M1/2016 dated 16.03.2016, "In No case refund shall be given"
103	Ownership change, earlier OWNER paid amounts adjusting to NEW Owner	Earlier the amounts paid by the owner to be adjusted to the new owner by deducting 10% of the earlier paid amount on account of processing/administrative expenses wherever proper records and confirmation available from CAO. In view of avoiding operational issues, the current owner to submit earlier owner's consented letter for performing such adjustment but apply latest market value of subsequent regularization.
104	Weekly consolidated list of applicants' payments to be displayed in CAO, Accounts Console for Certification by software system.	The System Generated Approval Letter to have a "Disclaimer Clause" mentioning that "The Approved Plan will be released by HMDA subject to SUCCESSFUL REALIZATION of payments made"
105	Certification of Applicants' EARLIER Payments (2007-08 Scheme) by Planning Staff, Officers	1. Data received from Accounts wing having due endorsement of CAO and other in-charge officer. 2. LRS Software solution to display searchable PDFs, year wise to all the Planning Staff, Officers. Additionally these Online PDFs will have first & last page being endorsed by Accounts Wing. 3.Accounts wing to endorse on each page of the printed papers relating to 2007-08 LPS, BPS scheme.
106	If an applicant is having more than One Acre in different locations in an unauthorised layout, can it be processed.	Yes, it can be considered, in compliance with G.O.Ms.No. 151 MA&UD.

Metropolitan Commissioner
HMDA