

**GUIDELINES FOR  
DOCUMENTS REQUIRED FOR THE LOSS OF  
VARIOUS DOCUMENTS**

**HOUSING DEPARTMENT  
DELHI DEVELOPMENT AUTHORITY**

## **DOCUMENTS REQUIRED FOR THE LOSS OF VARIOUS DOCUMENTS**

The following documents are required to be submitted:

- For the Loss of Registration Certificate: - Affidavit
  - For the Loss of F.D.R.: - Indemnity Bond - Affidavit
  - For the Loss of Registration Record: - Indemnity Bond
    - FIR in Original
    - Photograph & 3 Specimen Signature duly Attested by a Gazetted Officer/ Ist class Magistrate.
- ❖ Affidavit should be executed on Rs. 10/- non-Judicial stamp paper duly attested by the Notary Public or Ist Class Magistrate.
- ❖ Indemnity Bond should be executed on Rs. 100/- non-Judicial stamp paper duly registered with the Sub-Registrar.

**AFFIDAVIT**

**(FOR LOSS OF REGISTRATION CARD)**

I, \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_  
Resident of \_\_\_\_\_ do hereby  
solemnly affirm and declare as under:-

1. That I am registered with the Delhi Development Authority for the allotment of a flat under \_\_\_\_\_ category vide Registration Certificate No. \_\_\_\_\_ dated .
2. That my above Registration Certificate, issued by Delhi Development Authority has been lost or misplaced and is not traceable inspite of my best efforts.
3. That I undertake to deliver the original registration card to the Delhi Development Authority if found subsequently and shall not make any further claim on this account. I also undertake not to misuse the same.

DEPONENT

VERIFICATION:

Verified at New Delhi on this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

DEPONENT

**INDEMNITY BOND (FOR LOSS OF FDR)**

THIS INDEMNITY BOND is made on this \_\_\_\_\_ by  
Sh. \_\_\_\_\_ S/o \_\_\_\_\_ Sh. \_\_\_\_\_  
R/o \_\_\_\_\_ (hereinafter called "the  
depositor") of the one part and the Delhi Development Authority a body corporate under the Delhi  
Development Act, 1957 (Act, 60 of 1957) (hereinafter called "the Authority") of the other part.

WHEREAS the depositor had deposited with the Authority a sum of Rs. \_\_\_\_\_ bearing  
interest at the rate of 7% per annum vide F.D.R. No. \_\_\_\_\_ dt. \_\_\_\_\_ under the scheme of  
registration of intending purchaser of flat/house.

AND WHEREAS the said depositor had misplaced the said receipt and requested for issue  
of duplicate F.D.R.

AND WHEREAS the authority had agreed to issue duplicate to the depositor on the  
condition that the depositor indemnifies the authority against any claim, loss or damage that the  
authority may in any way suffer by reason of the issue of duplicate thereof.

NOW THIS DEED WITNESSES that the consideration of the aforesaid agreement the  
depositor hereby undertakes to indemnify authority at any time hereafter against any claim and all  
actions, losses, costs, charge, expenses, demands etc., whatsoever which the authority may suffer  
by reason of issue of duplicate FDR. The depositor further undertakes to deliver to the authority the  
original deposit receipt for cancellation if found afterwards.

The expression, "the depositor" and "the authority" hereinbefore used shall where the  
context so admits, including the case of the authority, its successors, and assigns in the case of the  
depositor, his heirs, executors, administrators or legal representatives.

EXECUTANT

WITNESSES:

- 1.
- 2.

**AFFIDAVIT**

**(FOR LOSS OF FDR)**

I, \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_  
Resident of \_\_\_\_\_ do hereby  
solemnly affirm and declare as under:-

1. That I had got my name registered with the DDA under \_\_\_\_\_ Scheme.
2. That I was issued fixed deposit receipt No. \_\_\_\_\_ for Rs. \_\_\_\_\_ by the DDA on \_\_\_\_\_.
3. That the said receipt was misplaced/lost by me and the same is not traceable.
4. That I am the bonafied registrant under the above said scheme.
5. That I have not mortgaged/handed over/parted with the said FDR in any way to any person.
6. That I will return the said FDR to DDA as and when found by me and I will not misuse the same in any way.

DEPONENT

VERIFICATION:

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 199\_ that the contents of the above affidavit are correct and true and nothing has been concealed therefrom.

DEPONENT

**INDEMNITY BOND  
(FOR LOSS OF REGN. RECORD)**

This indemnity bond is made at Delhi/New Delhi on this \_\_\_\_\_ day of \_\_\_\_\_ 199 by Sh. \_\_\_\_\_ R/o \_\_\_\_\_ (hereinafter called "the depositor/allocatee/allottee") which expression shall unless the context requires a different or another meaning shall include his legal heirs, successors, administrators, representatives, executors and assignees etc. in favour of the Delhi Development Authority, Vikas Sadan, New Delhi (hereinafter called "the Authority") which expression shall unless the context requires a different or another meaning, including its successors and assignees.

Whereas the depositor/allocatee/allottee Sh. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ has applied to the Authority vide application form number \_\_\_\_\_ Dt. \_\_\_\_\_ under the \_\_\_\_\_ (th) Self Finance Scheme \_\_\_\_\_ for allotment of the flat had deposited a sum of Rs. \_\_\_\_\_ bearing interest at the rate of \_\_\_% per annum vide challan No. \_\_\_\_\_ and F.D.R. No. \_\_\_\_\_ dt. \_\_\_\_\_.

And whereas the original application form No. \_\_\_\_\_ dt. \_\_\_\_\_ and copy of F.D.R. bearing number \_\_\_\_\_ dt. \_\_\_\_\_ and other documents submitted by the depositor/allocatee/allottee are not available/misplaced in the office of the Delhi Development Authority, New Delhi.

And whereas on the request of the depositor/allocatee/allottee the Authority has agreed to regularize the allocation/allotment of flat in the name of the depositor/allocatee/allottee in the absence of original application form and a copy of F.D.R. on furnishing of an Indemnity Bond indemnifying the Authority against any claim, loss or damages that the Authority may sustain or any action that may be brought against it on account of regularization of allocation/allotment of the flat in the name of the depositor/allocatee/allottee in the absence of above said original form and copy of F.D.R.

And whereas in case there shall herein after be any claim, litigation or proceedings etc. by any other person in respect of the aforesaid agreement and deposit against the Authority, the Depositor/allocatee/allottee hereby undertake to indemnify the Authority for any loss, penalty, damages, claim or action taken against the Authority arising out on account of regularization aforesaid registration/allotment.

Now, therefore, in consideration of the aforesaid agreement Sh. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ the Depositor/allocatee/allottee and his successors, legal heirs, executors, administrators, representatives and assigns etc. jointly and severally undertake to keep the Delhi Development Authority harmless and indemnified against all losses or damages whatsoever that may be sustained by or any claim, litigation proceedings, etc. that may be taken out of it against the Authority or in respect thereof whatsoever arising out of or in connection with the allocation/allotment of flat in the name of the depositor/allocatee/allottee in the absence of the original application form and copy of F.D.R.

In witness, whereof Sh. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ the depositor/allocatee/allottee has signed and delivered this Bond on the date, month and year referred above.

EXECUTOR

WITNESSES:

- 1.
- 2.