

**(Valid for HUDA Plots)**

**GENERAL POWER OF ATTORNEY**  
**Stamp Papers for Rs. 100/-**

**KNOW ALL MEN THESE PRESENTS THAT**

I, .....son/wife/daughter of  
Shri ..... resident of  
.....  
.....do hereby constitute, appoint, nominate and authorise  
Shri/Smt.....  
Son/wife of Shri.....  
resident of .....  
.....as my true and lawful General Attorney.

**WHEREAS** the Executant is the allottee and absolute legal owner and in possession of Plot/House/Booth/SCO No. ...., Sector....., measuring ..... Sq. Yards/Mtrs., situated in Urban Estate, Gurgaon (Haryana), acquired vide Allotment Letter / Sale Deed Vasika No. .... Dated ..... and being unable to look after the said plot/house/booth/sco personally, I hereby authorise my said Attorney to do the following acts, deeds and things regarding the said plot/house/booth/sco, in my name and on my behalf: -

1. To manage and control the said property in all respects and to represent me before each and every concerned authority on my behalf.

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2. To make any correspondence with H.U.D.A. or any other concerned authority for the transfer/sale of the above plot/house/booth/sco in the name of any other person(s) and to sign and execute all the required documents such as Application, Affidavit, Undertaking, Indemnity Bond etc. required in connection with the transfer of the property.
3. To deposit the dues and demands of any department and to make good any demands, levies or liabilities in respect of the said plot/house/booth/SCO.
4. To sign, verify, present and pursue all kinds of suits, applications, affidavits, review, revision in all the Courts and Departments concerned from lower to highest jurisdictions in respect thereof.
5. To get any refund against the said property from Estate Officer, HUDA, Gurgaon, under his signatures on my behalf.
6. To apply and obtain the plan duly approved from concerned department of HUDA and to make construction on the plot and obtain the completion/occupation certificate from HUDA and to complete al the requisite formalities in connection.
7. To apply and obtain all types of sale permissions, and Income Tax Clearance Certificate from the concerned Income Tax Authorities and to complete all the required formalities in connection on my behalf.
8. To apply and obtain Paper Possession and Physical Possessions, of the said plot from H.U.D.A. Gurgaon and to complete all the formalities in this regard.
9. To get the water, sewer and electricity connections from the concerned departments and to complete all the formalities required by the respective departments in connection.

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10. To get the Deed of Conveyance executed from the Office of HUDA and get it registered before the concerned Sub-Registrar.
11. To let out the said property or part thereof, to any person(s), execute the lease/rent deed, realize the rents from the said tenants(s) and to do all such other acts, deeds and things in connection.
12. To enter into an Agreement for sale with intending purchaser(s), to receive the advance/earnest money and to issue the receipt(s) for the same.
13. To get the Sale Deed executed and get it registered before the concerned Sub-Registrar and to receive the sale consideration in full and final.
14. And generally to do all other acts, deeds and things which are necessary in respect of the said property even if they are not covered by the above-mentioned clauses.

**AND** I do hereby agree to confirm and that all the acts, deeds and things done by my/our said Attorney shall be construed as act, deed and thing done by me/us personally as if present.

**IN WITNESS WHEREOF**, this General Power of Attorney has been signed by me/ us at ..... on this ..... day of ..... 200 , in the presence of the following witnesses.

**WITNESSES**

1. **(EXECUTANT/S)**

2.