

DELHI TRANSPORT INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED
(AN ENTERPRISE OF GOVT. OF NCT OF DELHI)
SECOND FLOOR, ISBT KASHMERE GATE, DELHI

File No. DTIDC/2012-13/152/1257

Dated:- 5/3/15

OFFICE MEMORANDUM


Sub:- Policy for Transfer of Licence in case of Death of Licencee, 2015.

Consequent upon issuance of minutes of meeting dated 06.01.2015 of Board of Directors on 04.03.2015, the approval of Board of Directors of DTIDC Ltd. is hereby conveyed to form the following policy for transfer of licence in case of death of licencee during the currency of licence period:-

- (A) In case of death of licensee, the right on license for the remaining validity period during the tenure of license to run the Shop/PCO Booth/Sites shall devolve on the following family member of the deceased licensee in the following order :-
1. Spouse
 2. Daughter
 3. Son
- (B) The transfer of right on license under this policy shall be governed by the following terms and conditions which a spouse / legal heir as mentioned above are required to fulfil –
- (i) No other family member / relative except those mentioned in para (A) above can apply for transfer of right on license in case of death of the licensee. However this condition shall not apply in case the Will registered with appropriate authority is available in favour of the applicant.
 - (ii) The right of transfer of license will be valid for the remaining period of license only and thereafter the license shall stand terminated automatically.
 - (iii) The age of applicant should not be less than 18 years as on the date of application.
 - (iv) The applicant making the request will need to provide the following documents:-
 - a. Formal application to DTIDC for transfer of license of deceased in his/her favour within 45 days of the death of licensee.
 - b. Death Certificate of Licensee, duly issued by appropriate authority (where appropriate authority stands for Municipal Authority or any other authority competent to do so).
 - c. Notary attested copy of proof of relationship with the deceased licensee.
 - d. No Objection Certificate from other natural successor(s)/legal heir(s) of the deceased licensee.
 - e. Affidavit regarding his/her unemployment.
 - f. Affidavit regarding wholly dependent on the deceased licensee.
 - g. Affidavit mentioning that no other shop/PCO/space of DTIDC is/are in the possession of applicant
 - h. Affidavit regarding clearance of all dues of DTIDC with respect to licence applied for for transfer.
 - i. Affidavit regarding no Arbitration/Court case is pending against DTIDC.
 - j. Three notary attested photograph, copy of proof of residence, Identity proof,
 - k. Date of birth proof.
 - l. Affidavit regarding unconditional acceptance of all terms and condition of the agreement executed between DTIDC and deceased licencee.
 - m. Submit and execute agreement, as per draft provided by DTIDC.


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- n. Any other documents or information, as desired / intimated by DTIDC for considering the case.
- (C) The applicant shall apply to the company for transfer of right on license within a period of 45 days from the date of the death of the licensee and shall also complete the formalities of transfer with the company within a period of 60 days from the date of death. Time is an essence for this sub-clause, however the Executive Director of the Company shall be empowered to relax this period by not more than further 60 days on case to case basis.
- (D) This policy decision is for individual licensee(s) only and will not be applicable to the partnership firms or other corporate licensee of DTIDC. The cases of partnership firm or company etc. will be dealt with as per licensee's partnership deed (in case of partnership firm)/ Article of Association/Memorandum of Association (in case of company) etc. and existing policy/decision of DTIDC. However, in the event of any conflict between them, the decision of DTIDC shall prevail over the licensee's partnership deed or AOA/MOA etc.
- (E) DTIDC reserves right to reject any or all application(s) without assigning any reason(s).
- (F) Executive Director, DTIDC shall be the competent authority to issue any clarification on the subject matter and to decide the cases under this policy.
- (G) The policy will come into force from the date the approval of the Board of Directors of DTIDC i.e. w.e.f. 06.01.2015.


(Kuldeep Singh Gangar)
Executive Director, DTIDC

To,
All Licencees of DTIDC
Through Estate Manager concerned

Copy for information and necessary action to:-

1. P.S. to Chairman cum Managing Director, DTIDC for information of Chairman cum Managing Director Pr.Secy cum Commissioner Transport and Chairman, DTIDC.
2. P.A. to ED, DTIDC for information of ED, DTIDC.
3. All Executive Engineers, DTIDC.
4. D.D.O, DTIDC.
5. Sr.A.O., Account Branch, DTIDC.
6. Estate Manager, ISBT, AV, KG, SKK, Delhi.
7. Company Secretary, DTIDC.
8. Website of Transport Department, Govt. of NCT of Delhi www.transport.delhi.gov.in
9. Notice Board.
10. Guard File.


(Kuldeep Singh Gangar)
Executive Director, DTIDC