

Memo No. ZP-1082-III/SD(RD)/2026/ 8864 Dated 13-03-26

To

Citra Properties Ltd.,
Regd. Office no. 202, 2nd Floor,
A-18, Rama House, Middle Circle,
Connaught Place, New Delhi-110001.

Subject:- Grant of Occupation Certificate for Block-1A and 2nd Floor of Block-1B falling in Commercial Colony area measuring 5.90 acres (License No. 43 of 2012 dated 05.05.2012) in sector-109, Gurugram being developed by Citra Properties Ltd.

Reference: Please refer your letter dated 16.12.2025 on the above cited subject.

With reference to the revision in terms of deviations made at site, before grant of occupation certificate you are hereby directed to inviting objections/suggestions and submit written consent of all existing allottees of the colony as per policy dated 25.01.2021 & 24.04.2023 with the following conditions:-

- (i) That you shall invite objections from each existing allottee regarding the said amendment in the building plan through an advertisement to be issued at least in three National newspapers widely circulated in District, of which one should be in Hindi Language, within a period of 10 days from the issuance of approval.
- (ii) Each existing allottee shall also be informed about the revision through registered post with a copy endorsed to the Senior Town Planner, Gurugram in case of building plan within two days from the advertisement as per (a) above clearly indicating the last date for submission of objection. A certified list of all existing allottees shall also be submitted to the Senior Town Planner, Circle office.
- (iii) A copy of the earlier approved building plan and deviation plan being approved in-principle shall be hosted on company website and site office for information of all such existing allottees.
- (iv) That you shall submit certificate from the Senior Town Planner, Gurugram about hosting the deviation plan/as-built drawings showing changes in the earlier approved plan on the website of the company.
- (v) To display the deviation plan/as-built drawings showing changes from the approved building plan at his site office.
- (vi) That the allottees may be granted 30 days' time to file their objections in the office of the Senior Town Planner, Gurugram. During this 30 days' period the original building plan as well as the deviation plans shall be available in the office of the colonizer as well as in the office of the Senior Town Planner, Gurugram for reference of the allottees.
- (vii) The objections received, if any, shall be examined by the office of the Senior Town Planner, Gurugram. The Senior Town Planner, Gurugram shall give an opportunity of hearing to the colonizer and objector to explain their position regarding revised building plan and shall submit the recommendation to the Competent Authority, within a period of 90 days from the issuance of the advertisement. The Competent Authority may decide to make amendments in the building plan, which shall be binding upon you.
- (viii) That you shall submit a report clearly indicating the objection if any, received by him from the allottees and action taken thereof alongwith undertaking to the effect that the rights of

the allottees have not been infringed, and that no objection on the changes has been received from any existing allottee.

- (ix) That you shall not give any possession of any unit/space till the grant of final occupation certificate.
- (x) That you shall submit the 2/3rd written consent of the exiting allottees of the colony alongwith the certified list of existing allottees of the colony specifying that they have no objection for major changes in Tower-1B (2nd Floor).
- (xi) That the colonizer shall get approve the revised Service Plan/Estimates of Tower-1B.
- (xii) That you shall submit proof regarding transferred the land falling under sector roads, service road, green belts, 24.00/18.00 mtr wide roads free of cost to the Government in compliance of the order dated 16.05.2022 and submit the mutation.
- (xiii) That you shall deposit the deficit composition charges amounting to ₹ 14,25,617/- through online payment.

A set of the deviation drawings/as-built drawings for the purpose of inviting objections are enclosed for further necessary action at the earliest under intimation to this office. DA/As above.



(Narender Kumar)
District Town Planner (HQ)
For: Director, Town & Country Planning,
Haryana, Chandigarh.

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A copy is forwarded to the Senior Town Planner, Gurugram with a request to ascertain that all existing allottees have been served the information about the said amendment/deviations at site. Any objections/suggestions received within 30 days of publication of notice may be forwarded to this office alongwith comments on the same to enable final decision on the matter.



(Narender Kumar)
District Town Planner (HQ)
For: Director, Town & Country Planning,
Haryana, Chandigarh.

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A copy is forwarded to the following for information and necessary action please:-

1. District Town Planner (P), Gurugram.
2. Nodal Officer, Website Updation with a request to host the same on the website of the Department.

DA/As above.



(Narender Kumar)
District Town Planner (HQ)
For: Director, Town & Country Planning,
Haryana, Chandigarh.