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Final Draft

POLICY FOR INSTALLATION OF LIFT AND CONNECTING BRIDGE IN CGHS (CO-OPERATIVE GROUP HOUSING SOCIETY), DDA BUILT FLATS (LOW RISE FLATS) IN NCT OF DELHI.

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1.0 "Sanction / NOC (No Objection Certificate) for installation of lift and CONNECTING BRIDGE

No person/Society shall erect or re-erect or make alteration or cause the same to be done in the existing structure without obtaining the "NOC/Sanction" in each individual case from DDA/Local Body. It is in the interest of public to get the NOC as well as Sanction of drawings from DDA/Local Body for constructing lift well & installation of lift with adequate provision of light, ventilation and conforms to the provisions of Building Bye-Laws & Master Plan. Constructions raised without sanction are liable for action under provisions of D.D. Act, 1957/DMC Act.

1.1 Pre-requisite for grant of NOC-cum-Sanction:

- (i) Consent from owners using common stair case in that block is a pre-requisite (50% or more excluding ground floor) who will be beneficiary due to installation of lift. The consent from ground floor owner is advisable but not mandatory.
- (ii) The applicants are advised to propose a separate lift structure independent of the existing building structure with a connecting bridge so that it does not affect the structural stability of the existing structure.
- (iii) DDA/Local Bodies are at liberty to take action against unauthorised construction/additions, alteration and encroachment as per their policy and provisions of Act.
- (iv) In order to address the concern primarily of the ground floor allottees regarding access to their flat, natural light and ventilation, the applicant should propose the lift and the lift structure preferably on the blind wall i.e. the wall which does not have any door/window opening or the lift structure should be at an adequate distance from the existing structure so that the natural light and ventilation of the flat is not affected.
- (v) Recommendation of lift manufacturing agency (preferably as per approved list of CPWD) with regard to technical feasibility, location of lift well and safety aspects in respect of installation must be followed by the applicant.
- (vi) Certificate from registered Structural Engineer/ Architect (on their letter head) stating that the structural design of lift well and connecting bridge wherever required is as per provisions of the prevailing NBC (National Building Code).
- (vii) Four sets of building plans indicating location of proposed lift well and connecting bridge if required duly signed by registered Architect and proposing/secondary applicants/President of MC of CGHS.
- (viii) Undertaking regarding maintenance/operational aspect, safety requirements and its cost as per Annexure -

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- (ix) Undertaking to obtain NOC from CFO (wherever applicable) Lift Inspector and Power/ Electricity Distribution Company.
- (x) NOC from Registered RWA (in case of DDA flats)/ MC of CGHS in which lift is proposed to be installed in case any shifting of services is required.
- (xi) Indemnity Bond from the all **proposing applicants*** in case of flats built by DDA/Management Committee (MC) of CGHS indemnifying to keep DDA/Local Body harmless from any claim which crop-up against the DDA/Local Body due to erection of lift/lift-well and connecting bridge.

**Applicants shall belong to two categories i.e. Proposing Member(s) and Secondary Member(s). Proposing Members are those who are currently using one common stair case only and contributing to the cost of installation of lifts and Secondary Members are those who are using common stair case but not contributing to the cost, however, consent for installation of lifts is given by them. Other residents of the stairway will be Uninterested-members. In case they get interested in participating at a later date, they may, with the consent of the Proposing Members share the costs (capital + operation+ maintenance cost) and use the lift.*

THE PERMIT WILL BE GOVERNED BY ^{SEVEN} ~~SIX~~ BASIC PRINCIPLES.

- (i) There is no encroachment on public land.
- (ii) Structural stability of the building, lift and CONNECTING BRIDGE wherever applicable must be ensured.
- (iii) Light and ventilation of the habitable rooms of residents should not be affected. CONNECTING BRIDGE wherever required (of minimal size) may be constructed to ensure proper ventilation.
- (iv) The operation and maintenance, safety checks and costs thereof in respect of the lift have to be borne by the Proposing Member(s).
- (v) As far as possible shifting of services/ infringement of other's rights should be avoided. Where absolutely necessary a provision of connecting bridge/walk way may be made from the lift well to the landing point.
- (vi) The lift shall not travel up to terrace otherwise the NOC so issued shall be void.
- (vii) The Ground Coverage and the FAR of the Lift-Well and connecting bridge (if provided) shall be exempted as the FAR consumed is much less than the present/permissible FAR and this is a facility aimed to facilitate Senior Citizens and making the buildings disabled friendly.

The owner(s) will be allowed to erect the lift only after obtaining NOC from DDA, approval from MCD in de-notified areas on drawings incorporating the lift well and other details as required by MCD as per their prescribed procedure.

2.0 Procedure for obtaining permission.

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Lift (wells)

- 2.1 The NOC for erection of lift and CONNECTING BRIDGE wherever applicable in group housing flats built by DDA/Society shall be given by DDA in Development Area under DDA only. For de-notified areas, the NOC/sanction will be given by the concerned local body.
- 2.2 An Architect, registered with Council of Architecture shall have the authority to certify the part layout/Building plans for their correctness regarding original construction as per standard plans of DDA/approved plans of CGHS as well as proposal being in conformity with Building Bye-Laws. Once the plans with all the documents certified by the Architect, Structural Engineers alongwith fee are submitted to DDA/local body, these will be taken on record.
- 2.3 The person(s)/group of allottees who intend to erect a lift and CONNECTING BRIDGE (wherever applicable) shall intimate in writing in the prescribed form (Appendix- A) and such intimation shall be accompanied with the requisite documents as given in the Policy. The form is to be filled up and jointly certified by all the applicant(s)/group of allottees and registered Architect, which contain the statement of the proposal and amount deposited. The proposal with all requisite information/documents and certification shall be accepted and one copy of the proposal will be certified/stamped and returned to the applicant. Incomplete proposal shall not be considered.
- 2.4 The Architect(s) can obtain a certified copy of original plan of the flats under Development Area of DDA from Housing & Urban Projects Wing (HUPW), DDA on prescribed payment. If plan is not available, Architect will prepare a part layout plan and will submit the same with the proposal.

For de-notified areas, the Plans may be obtained from the concerned local body.

3.0 Documents to be submitted.

- i) Application form in prescribed Performa. (Appendix-A).
- ii) Four sets of plans (one cloth mounted), duly signed by all the proposing member(s) and Architect, (registered with Council of Architecture) indicating his/her name, address, telephone number and valid registration number clearly showing original construction in blue colour and proposed construction in red colour on a scale not less 1:100.
- iii) Part layout plan showing the site under reference, position of the block and its adjoining area approved by DDA/ prepared by Architect for the flats of the area where lift is being proposed.
- iv) Certificate of supervision by Architect and Structural Engineer (Appendix-B) along with a copy of their valid registration & qualification certificate.

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- iv) Certificate of supervision by Architect and Structural Engineer (Appendix-B) along with a copy of their valid registration & qualification certificate.
- v) Proof of ownership documents of flat : Lease Deed/Conveyance Deed shall be taken as documents as proof of ownership. Registered Sale Deed or General Power of Attorney/Agreement to Sell shall be accepted as the proof of ownership only after the property has been converted into freehold by DDA.
- vi) Certificate by proposing member(s), architect, and structural engineer for safety from natural hazard as per the performa prescribed by Ministry (Appendix-C)
- vii) Undertaking/affidavit by the proposing member(s) regarding cost of installation/operation and maintenance of lifts. (Appendix -D.)
- viii) Undertaking on Letterhead of Structural Engineer/ Architect for structural stability of lift well, connecting bridge joining to the building as well as structural stability of the existing building (Appendix -D1 & D2 respectively).
- ix) Indemnity Bond (Appendix-E) from all the Proposing applicants* indemnifying to keep DDA/local body harmless from any claim which anyone may, at any time, institute against the DDA/local body.

4.0 Where to apply.

(i) Colonies where services stands transferred to MCD:-

The applicant to apply to the concerned local body. DDA has no objection if the permission for installation of lift is granted by local bodies in Group Housing flats built by DDA/Co-operative Group Housing Societies. The Local bodies should not refer the matter to DDA for this purpose.

(ii) Colonies under Development Area:-

a) For flats built by DDA.

- (i) Proposing member(s) in all the cases shall apply to the SE(HQ)DDA of the concerned Zone.
- (ii) A processing fee of Rs.5000/- (non- refundable) will be charged by DDA.

b) For flats built by Co-operative Group Housing Society.

- (i) The applicant to apply to Director (Bldg.), C-1, Blocki, Ist floor, Vikas Sadan, INA, New Delhi.

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DD (Bldg)

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E.D. I & E.H

[Signature]
Duff (Bldg)

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5.0 Procedure for processing the application.

On the day the application is received an officer deputed for receiving the application shall scrutinize the application to ensure that all the documents as mentioned above are submitted. Once the documents are found in order as per checklist the fee will be accepted and case shall be processed within 60 days.

6.0 Validity period of NOC : The NOC shall remain valid for a period of 5 years from the date of issue.

7.0 DDA/local body may revoke the NOC issued under the provision of bye-laws if there has been false statement or any misrepresentation of material facts in the application on the basis of which the NOC was granted.

If the NOC so issued, is found to be in violation of building bye-laws/Master Plan/Zonal Plan regulations

Or

If during construction, it is found that the owner has violated any of the provisions of building bye-laws or sanctioned building plans of lift well.

Or

In case of any court case the NOC granted by DDA will become in-operative and will be kept in abeyance till the final outcome of the Court case.

8.0 Procedure for obtaining completion certificate.

8.1 After completing the construction of lift, the owner(s) through Architect shall intimate DDA/concerned MCD(for de-notified areas). The Architect shall certify that construction has been carried out as per the proposal submitted/sanctioned earlier, and is in conformity with building bye laws and guidelines for installation of lift in group housing flats built by DDA/Co-operative Group Housing Society.

8.2 The intimation of completion shall have to be given within one month from the date of installation of lift.

8.3 The owner(s) should submit copy of NOC from CFO, GNCTD (if applicable), certificate from Lift Inspector and NOC from Power/Electricity Distribution Company.

9.0 Where to apply for completion certificate.

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DD (P&A)

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The application should be submitted to SE(HQ)DDA of concerned Zone (for flats built by DDA & Director (Bldg.) for Co-op. G.H. Society flats)/concerned MCD for de-notified areas.

10.0 Provision of test check.

DDA/MCD (for de-notified areas) reserves the right to test check the proposal/completion submitted for lift, and in case it is found that the proposal/application is not in conformity with building bye-laws/given guidelines, the permission will be revoked and action will be taken against the architect & applicant as per rules & regulations and the construction which is not in conformity with building bye-laws & guidelines will be demolished as per provisions of DD Act/MCD Act.

11. CHECKLIST: A detailed Checklist has been enclosed which will be used to verify and if all points are acceptable then only Application with Fees will be received. Zonal SE(HQ)/Dir.(Bldg.) shall appoint an AE/JE at his office who will scrutinize the application and make sure that the items listed in the checklist are submitted.

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DD (Bldg.)

[Signature]
ED L T E M

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Dir (works)

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CHECK LIST FOR DEPOSITING THE APPLICATION.**CHECK LIST FOR ISSUE OF N.O.C. IN R/O INSTALATION OF LIFTS.**

Following points are to be checked prior to acceptance of the application for issue of NOC regarding installation of lifts:

Sl.No.	ITEM	Page No.	Y/N
(i)	Application form in prescribed Proforma (Appendix-A) .		
(ii)	Four sets of plans (one cloth mounted), duly signed by all the proposing member(s) and Architect, registered with Council of Architecture under the Architect Act, 1972 indicating his/her name, address, telephone number clearly showing original construction in blue colour and proposed construction/ construction to be regularized in red colour at a scale not less 1:100.		
(iii)	Part layout plan showing the site under reference, and CONNECTING BRIDGE position of the block and its adjoining area.		
(iv)	Certificate of supervision by Architect and empanelled Structural Engineer (Appendix-B) along with a copy of their valid registration & qualification certificate.		
(v)	Proof of ownership documents of flat : Lease Deed/Conveyance Deed shall be taken as documents for the proof of ownership. Registered Sale Deed or General Power of Attorney/Agreement to Sell shall be accepted as the proof of ownership only after the property has been converted into freehold by DDA.		
(vi)	Certificate by proposing member(s) and structural engineer for safety from natural hazard as per the Proforma prescribed by Ministry (Appendix-C) .		
(vii)	Undertaking/affidavit by the proposing member(s) regarding cost of installation/operation and maintenance of lifts. (Appendix -D) .		
(viii)	Undertaking on Letter Head of Architect/Structural Engineer for structural design as per provision of National Building Code. (Appendix -D1 & D2 respectively) .		
(ix)	Indemnity Bond from all the proposing applicants indemnifying to keep DDA harmless from any claim which anyone may, at any time, institute against the DDA (Appendix E) .		
(x)	Proof of depositing of processing fee of Rs.5,000/- in the form of DD payable to DDA at New Delhi.		
(xi)	Recommendations of lift manufacturing agency with regard to technical feasibility, location of LIFT WELL and CONNECTING BRIDGE, safety aspect in respect of installation.		
(xii)	List of all owner/Legal representatives/Residents using that common staircase giving status as to title (owner/tenant/Vacant) and how participating in the application viz: as Proposing member/Secondary member/Un-interested member.		

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APPENDIX 'A'

FORM for APPLICATION for PROPOSED INSTALLATION of LIFT and CONNECTING BRIDGE in CO- OPERATIVE GROUP HOUSING AND FLATS BUILT by DDA.

To
The SE (HQ), (concerned Zone)/Director (Bldg.).
D.D.A. New Delhi.

Sir,
We hereby inform that we intend to make installation of LIFT and CONNECTING BRIDGE in our Flats built by Society/DDA in the _____ Block No. _____ situated at _____ Scheme _____ consisting of _____ Nos. of flats bearing No. _____ to _____ in accordance with the guidelines in this regard.

We forward herewith the following plans and specifications duly signed by us (name in Block Letter), the Licensed Architect/ Engineer who have prepared the plan, design etc. and who will supervise its erection and a copy of other statement/documents (as applicable).

The proposed covered area of Lift well is _____ and of CONNECTING BRIDGE is _____.

Following documents are attached herewith :-

- (i) Building Plan (four sets showing the original construction in Blue colour and proposed construction in Red colour.
- (ii) Ownership documents of flats of proposing member(s)
- (iii) Document as proof of deposition of processing fee.
- (iv) Indemnity Bond from all the proposing Member(s)
- (v) Certificate from the Structural Engineer/Architect on his Letter Head as given in Annexure
- (vi) Attested copy of valid registration certificate of Architect.
- (vii) Attested copy of valid registration certificate of Structural Engineer as defined in BBL/NBC.
- (viii) Supervision certificate of Structural Engineer.
- (ix) Supervision certificate of Architect.
- (x) Undertaking to obtain NOC from Chief Fire Office, Lift Inspector and Power/Electricity Distribution Company from all the proposing Member(s).
- (xi) Certificate from Lift Manufacturing Agency regarding Technical feasibility with respect to operation, electrical & structural point of view.
- (xii) Certificate regarding maintenance/operational aspect and safety requirement.

We request that the N.O.C. for installation of lift may please be issued to us at the earliest.

1. 2..... 3..... 4

Signature, name and Flat No. of all the Proposing Member(s) and Secondary Member(s) (Minimum 50% of the total owners of the entire block using common stair case excluding ground floor). Secondary members are required to give Consents but no Financial Commitments/Indemnity Bond.

[Signature]
DD (BL)

[Signature]
EDITH

[Signature]
S. J. (S. J.)



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FORM for SUPERVISION
(BY LICENSED ARCHITECT/ENGINEER)

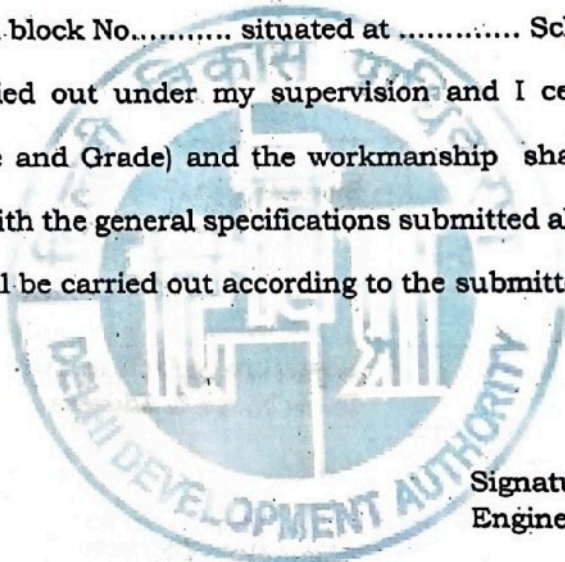
APPENDIX 'B'

To

The SE(HQ) (concerned Zone)
D.D.A., New Delhi.

Sir,

I hereby certify that the construction/ installation of Lift and connecting bridge in Co-operative Group Housing Flats/flats built by DDA in block consisting of No. of total flats bearing No. in block No..... situated at Scheme..... shall be carried out under my supervision and I certify that all the material (type and Grade) and the workmanship shall be generally in accordance with the general specifications submitted along with and that the work shall be carried out according to the submitted plans.



Signature of Licensed
Engineer/Architect

E. M.'s Office

Name :

Registration No.

Address:

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APPENDIX 'C'

CERTIFICATE for SAFETY from NATURAL HAZARDS.

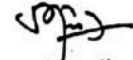
Certified that the building plans submitted for approval, satisfy the safety requirements as stipulated under Clause-18 of Building Bye-Laws and information given therein is factually correct to the best of our knowledge and understanding.

It is also certified that Structural Design including Safety from Natural hazards based on soil conditions has been duly incorporated in the Design of the building and these provisions shall be adhered to during the construction.

Signature of Proposing Member(s)
with Date & Flat No.

Signature of Architect with
Date, Name & Address

Signature of Structural Engineer
(as defined in NBC)
with Date, Name & Address


DD (Rtd)


EDITH EM


D. J. (W. P. S.)

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Appendix 'D'

(by each of the Proposing Member(s) of the Block)
(on non judicial Stamp Paper of Rs.100/-)

UNDERTAKING.

I.....S/o, W/o, D/o Sh.....resident
of.....intend to install **LIFT and Connecting
Bridge** in our Block No..... for the group of residents of flat
No.....located at.....do hereby undertake as under:-

1. That I shall bear all the cost of installation, operation & maintenance of lift and connecting bridge.
2. That I shall take all the requisite safety measures during installation, maintenance & operation and shall bear all the cost towards them.
3. That I shall pay regularly all the electricity and other dues/ charges whatsoever on account of lift operation and maintenance raised by Electricity Regulatory Authority or any other Statutory body.
4. That I am legal owner of Flat No. _____ and a beneficiary due to installation of lift.
5. That I shall be fully responsible for observance of all safety measures with regard to installation, operation and maintenance including fire safety as per codal/statutory requirement.
6. That in case if any mishap or untoward incident happens on account of construction, installation, operation and maintenance of lift and connecting bridge, I shall be fully responsible for such incident in every manner whatsoever and shall not hold DDA/local body responsible in any manner on this account.

DEPONENT

VERIFICATION

Verified at Delhi/New Delhi on this day of That the contents of the above undertaking are correct to the best of my knowledge and belief. Nothing contained herein is untrue and no material has been concealed therefrom.

[Signature]
DD (R&D)

[Signature]
ED I & EM

[Signature]
Sd/- (Works)

DEPONENT

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(on the letter head)

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APPENDIX 'D-1'

UNDERTAKING BY THE STRUCTURAL ENGINEER.

I S/O R/O do hereby solemnly affirm and declare as under :

1. That I am the Structural Engineer, holding Graduation/Post Graduation degree in Civil Engineering from University/Institute.
2. That Mr./Ms....., owner of Flat No..... in..... New Delhi... along with the owners of other flats in the block comprising of flat Nos..... to (totalflats) has/have applied for grant/sanction of installation of lift in block comprising of flat Nos..... to (totalflats) with DDA/Local body vide file/application No..... dated
3. That I Mr./Ms..... have been engaged by the proposing member(s)/ owners of Flat No..... in the block comprising of flat No..... to Namely (i).....,(ii)..... etc.) as Structural Engineer, in order to access/evaluate the structural safety in respect of the blocks wherein lift and connecting bridge has been proposed to be installed by the owners of the above flats.
4. That after thorough inspection of the property and ascertaining the factual structural position of the aforesaid block, I have been assigned to design the structural aspects of lift well and connecting bridge and submit a Certificate along with the aforesaid application with DDA/local body stating that the structural design of lift well and connecting bridge is as per provisions in National Building Code.
5. That in the event of any loss or damage to the person or adjoining/surrounding flat(s) or any other existing flat situated in the above block is caused or any mishap occurs due to structural instability or otherwise in the course of installation/construction of lift and connecting bridge, or even thereafter, the onus of the same including civil or criminal proceedings shall severely/ jointly lies with me.

VERIFICATION

DEPONENT

Verified at Delhi/New Delhi on this day of That the contents of the above undertaking are correct to the best of my knowledge and belief. Nothing contained herein is untrue and no material has been concealed there from.

(on the letter head)

DEPONENT

DD (Rel'd)

FDIL/EM

Vijay
Sri (works)

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APPENDIX 'D-2'

UNDETAKING BY THE ARCHITECT.

I S/O R/O do hereby solemnly affirm and declare as under :

1. That I am the Architect by profession and Registered with Council of Architect vide Registration No.....
2. That Mr./Ms....., owner of Flat No..... in..... New Delhi... along with the owners of other flats in the block comprising of flat Nos..... to (totalflats) has/have applied for grant/sanction of installation of lift in block comprising of flat Nos..... to (totalflats) with DDA/local body vide file/application No..... dated
3. That I Mr./Ms..... have been engaged by the proposing member(s)/ owners of Flat No..... in the block comprising of flat No..... to Namely (i)....., (ii)..... etc) as Architect, in order to access/evaluate the structural safety conforming to Building Bye Laws in respect of the blocks, wherein a lift and connecting bridge has been proposed to be installed by the owners of the above flats.
4. That after thorough inspection of the site regarding lay-out and ascertaining the factual position of the aforesaid block, I have prepared and signed the proposal for installation of lift and connecting bridge in the aforesaid block.
5. That in the event of any loss or damage to the person or adjoining/surrounding flat(s) or any other existing flat situated in the above block is caused or any mishap occurs due to structural instability or otherwise, as well as, services in the course of installation/construction of lift and connecting bridge, or even thereafter, the onus of the same including civil or criminal proceedings shall severely/ jointly lies with me.

VERIFICATION

DEPONENT

Verified at Delhi/New Delhi on this day of That the contents of the above undertaking are correct to the best of my knowledge and belief. Nothing contained herein is untrue and no material has been concealed there-from.

DEPONENT

DD (Blod)

EDILTEM

Dit (Dofh)



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APPENDIX 'E'

INDEMNITY BOND

(on non judicial Stamp Paper of Rs.100/- by Proposing Member(s))

This Indemnity Bond is executed on thisday of.....201... by Sh./Smt./Km.....S/o,W/o,D/o Sh.....resident of..... (hereinafter called the Executant which term shall include his/her heirs, successors, executants, administrators and legal assigns in favour of Delhi Development Authority/local body which terms shall include its heirs, successors, executants, administrators and legal assigns.

Whereas the Executant is in physical possession of flat No.....

And whereas the DDA on faith and based on the representation made to it, has agreed to issue NOC to enable the executant to install lift and connecting bridge in his block subject to the executant giving such indemnity/ indemnifying the lessor as is hereinafter contained, and keep the DDA/local body harmless from any claim which anyone may, at any time, institute against the DDA in respect of above said NOC/sanction being issued for installation of lift and connecting bridge or any accident that may occur at the time of installation, operation and maintenance of lift.

Now THIS DEED WITNESSETH that in consideration of DDA/local body agreeing to issue NOC/sanction in respect of installation of lift and connecting bridge, the executant hereby indemnifies the DDA/local body and undertakes to keep harmless the DDA/local body from all claims and demands made, all actions and proceedings taken against the said DDA/local body by anyone in respect of installation of lift and connecting bridge, operation & maintenance of lift, its safety measures, fire safety & structural stability, payment of electricity charges or any accident that may occur either at the time of their construction, installation, operation and maintenance. That the Lift well shall have no opening on the Terrace Floor, even if there is authorized construction there. Lift shall go only up-to top floor & not the terrace floor.

In witness whereof the Executant Sh./Smt/ Km.....S/o,D/o, W/o Sh..... has signed and delivered this Bond on the day of.....201...

EXECUTANT

WITNESSES:

1.

2.

DD (Rtd)

ED & EM

DD (Works)