

## **COSTING CIRCULARS**

- ❖ Office order dated 4.2.02/25.2.02 regarding Standard Costing.
- ❖ Office order dated 9.4.02 regarding Standard Costing
- ❖ Office Order dated 15.11.02/18.11.02 regarding Standard Costing.
- ❖ Office Order dated 8<sup>th</sup> January, 2003 regarding Standard Costing
- ❖ Office order dated 8.7.03 regarding Standard Costing.
- ❖ Office order dated 4.11.03/14.11.03 regarding Costing of flats.
- ❖ Office order dated 19.11.03 regarding Standard Costing.
- ❖ Office order dated 5.4.04 regarding Standard Costing.
- ❖ Office order dated 12.10.04 regarding Standard Costing.
- ❖ Office order dated 13.4.05 regarding Standard Costing.
- ❖ Office order dated 28.10.05 regarding Standard Costing.
- ❖ Office order dated 31.3.06 regarding Standard Costing.
- ❖ Office Order dated 7.9.06 regarding Standard Costing.
- ❖ Office order dated 20<sup>th</sup> June, 2007 regarding Standard Costing.
- ❖ Office order dated 12<sup>th</sup> November, 2007 regarding Standard Costing.
- ❖ Office order dated 24<sup>th</sup> April, 2008 regarding Standard Costing.
- ❖ Office order dated 22<sup>nd</sup> January, 2009 regarding Standard Costing
- ❖ Office order dated 29<sup>th</sup> June, 2009 regarding Standard Costing.

## **DELEGATION OF POWERS TO FINANCE/MANAGEMENT OFFICERS:**

- ❖ Office order dated 1<sup>st</sup> August, 2001 regarding simplification of procedure & delegation of enhanced powers for issue of NOC for possession.
- ❖ Office Order dated 6/7.12.01 regarding delegation of powers to Housing A/Cs and Management Wing.
- ❖ Office order dated 16<sup>th</sup> November, 1988 regarding exercising of powers by the officers of Housing Dept.

### **IMPORTANT POLICIES/CIRCULARS**

- ❖ Circular dated 6.10.1995 regarding policy relating to formation of Association/Agency in the Housing Estate of DDA.
- ❖ Circular dated 19.10.1995 regarding guidelines for allotment of small piece of land within the boundary of a Housing Estate to Association/agencies.
- ❖ Ministry of Urban Development letter dated 19<sup>th</sup> June, 2000 regarding out of turn allotment of DDA flats
- ❖ Office order dated 27.11.2003 regarding Revalidation of the possession letters.
- ❖ Authority Resolution vide item no.46/2001 regarding cost principle to be applied in cases of restoration.
- ❖ Authority Resolution vide item no.29/2005 regarding Policy for restoration of cancelled DDA flats.
- ❖ Office order dated 25.2.05 regarding issues relating to issuance of demand letter at wrong address.
- ❖ Office order dated 14.3.05 regarding the powers for restoration/regularization of delay
- ❖ Circular dated 22<sup>nd</sup> June, 2005 regarding request of the allottee for issuance of certified copies of docs
- ❖ Office order dated 13.2.06 regarding amendment in compliance of Delhi High Court judgement.
- ❖ Circular dated 6.6.2006 regarding principle of costing
- ❖ Circular dated 17<sup>th</sup> October, 2008 regarding charges for issue of duplicate certified copy of the documents.
- ❖ Office Order dated 14.9.09 regarding simplification of procedure and delegation of powers.
- ❖ Circular dated 29.10.09 regarding entertaining only the original allottees for possession

(14)  
596-1  
28/2

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)

No.F.21(1671)2001/HAC/18

4.2.2002

OFFICE ORDER.

Sub: STANDARD COSTING

Authority have passed the resolution on Standard Costing vide Resolution No. 7/2002. The Resolution has become operative with immediate effect as per the orders of the Chairman, DDA dated 24.01.2002. The decisions taken, in brief, are as under:

1. The cost of the unit will be:-  
Cost of construction + Departmental Charges + interest + Cost of land + Service Charges capitalized + Ground Rent capitalized or Free hold charges as the case may be + share money + cost of court yard (if any) + Cost of car/scooter garage, (if any)
2. The costing of the flat will now be based on the standard costing and not on actual costing of the flats. The cost of construction based on Plinth Area Rate (PAR) for this purpose including maintenance, deficiency and rectification charges will be Rs.5,100/- per sq. meter for flats without lift and Rs.8000/- per sq. meters for flats with lift upto 31.3.2002. The PAR for courtyard and garages would be 25% and 60% respectively of the PAR for flats.
3. The PAR of construction would be announced twice in a year and would apply as on 1<sup>st</sup> April & 1<sup>st</sup> October each year. PAR of 1st April will be based on actual costing data received upto 28/29<sup>th</sup> Feb and PAR of 1<sup>st</sup> October will be based on costing data received upto 31<sup>st</sup> August preceding 1<sup>st</sup> April and 1<sup>st</sup> October respectively. The PAR would be rounded off to multiple of 100. HAC Branch will maintain the data in respect of actual PAR. After completion of the scheme variation in actual cost with standard cost will be worked out and duly accounted for in the next exercise.

5-3-02  
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214 (45)

4. **Departmental charges:-** Departmental charges will include prepossession charges i.e. community facilities, Departmental charges, Administrative charges, Documentation Charges and cost of water connection charges levied at the time of possession. The consolidated Departmental charges would be levied at the following rates:-

Sl.No.	Category	%age of Construction Cost
1.	EWS/Janta	10%
2.	MIG/LIG/HIG	15%

5. **Interest-** Interest during construction period would be provided at the rate of 15% per annum on cost of construction and departmental charges for the following months:-

S.No.	Particulars	Number of months
i.	Single & double storey	18 months
ii	Three & four storey flats	24 months
iii	More than 4 storey flats	24 months (without lift) 30 months (with lift)

6. **Cost of land:-** The cost of land per square meter would be given by the Land Costing Wing. The land rate would be multiplied with the following factors, depending upon the number of storeys:-

Sl.No.	Particulars	Factor
1	One Storey	2.5
2	Two Storey	2.0
3	Three Storey	1.5
4	Four /Five Storey	1.0
5	More than Five Storey	0.6

In the case of courtyard, land cost would be at 100% of land rate multiplied with Plinth area of court yard.

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the case of garages, land cost would be worked out by multiplying land rate with Plinth area of scooter/car garage and applicable land factor.

7. **Service charges:-** Service charges would be collected @ 7.5% of the land premium as capitalized value. In respect of old cases, option would be given to the allottees to opt for capitalization of service charges in respect of unpaid and future charges, which would be 5% of the land premium. Where the allottee comes for conversion and the services are not transferred to the MCD, 5% of the land premium would be collected as capitalized value of service charges for unpaid and future dues. This will apply to Residential Housing Properties only.
8. **Ground Rent:-** Where Ground Rent is payable on lease hold properties being disposed off on installment basis, it would be charged at the rate of 12% of the land cost as capitalized ground rent. In respect of old cases, allottees will have the option to pay capitalized value of ground rent @12% of the land cost in respect of unpaid and future dues of ground rent. This will apply to Residential Housing Properties only.
9. **Share money:** It would be Rs 500/- per flat for JANTA/EWS/LIG categories and Rs.1000/- per flat for others.
10. **Surcharge:** Surcharge for localities declared as prime localities by the Management would be levied @ 20% on total disposal cost which will include Cost of construction, Departmental Charges, interest, Cost of land, cost of court yard (if any) and Cost of car/scooter garage (if any). This would be currently applicable for SFS/HIG scheme and not applicable to other flats.

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- 11. The above costing formula will also apply to all pending SFS schemes except for the interest portion. As far as the interest portion is concerned the existing procedure of charging of API, wherever applicable, will apply. The rate of interest of charging API is as per separate office order of even date.
- 12. Now the costing of flat will be done by computerized system. Files for the same will not be sent to Finance.
- 13. Files for working out PAR to be announced with the approval of Authority, will be submitted in 1<sup>st</sup> week of March & September for approval of FM/VC.

*[Handwritten Signature]*

[D.B. GUPTA]  
Commissioner [H]

Copy to :

- 1. VC for information.
- 2. FM for information.
- 3. FA[H]
- 4. Director[H] I & II | *Director (System)*
- 5. Jt.FA[H] I & II
- 6. All Jt./Deputy Directors (H)
- 7. All Sr.Aos/Aos of Housing Accounts Wing.

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)

No.F.21(1671)2001/HAC/35  
OFFICE ORDER

9.4.2002

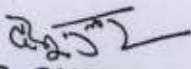
Sub: STANDARD COSTING

This has reference to office order of even no. dated 25.2.2002 giving details of working out costing of the flats on the basis of standard cost, as approved by the Authority vide Resolution No. 07/2002. The plinth area rate mentioned in the said order were applicable for demand letter issued upto 31<sup>st</sup> March 2002.

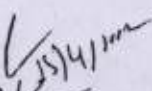

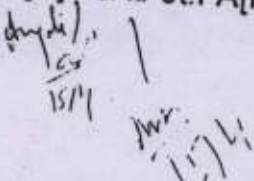
2. The Plinth Area Rate (PAR) of cost of construction, including maintenance, deficiency and rectification charges for demand letters issued/to be issued w.e.f 1.4.2002 till 30.9.2002 will be as under:-

Flats with lift	=	8000 per sq. mtr.
Flats without lift	=	Rs.5400 per sq. mtr.

3. Where Engineering Member declares flats with richer specification, additional PAR for such flats will be charged with the approval of Vice Chairman, D.D.A. In absence of any certificate it will be presumed that flats are without richer specifications.

  
[D.B. GUPTA]  
Commissioner [H]

Copy to :

1. VC for information.
2. FM for information.
3. EM for information
4. Commissioner (System) 
5. FA[H]/ All Chief Engineers 
6. Director[H] I & II/ Jt.FA[H] I & Dy FA(H)
7. CMC 

(76)

**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)**

No.F.21(1671)2001/HAC

143  
OFFICE ORDER

15.11.2002

12

Sub: STANDARD COSTING

This has reference to office order of even no. dated 17.10.2002 indicating following Plinth Area Rate (PAR) of cost of construction, including maintenance, deficiency and rectification charges for demand letters issued/to be issued w.e.f 1.10.2002 till 31.3.2003. This PAR was earlier decided with the approval Hon'ble Lieutenant Governor, now this has been approved by the Authority vide resolution number 96/2002.

Flats with lift = Rs. 8000 per sq mtr.  
Flats without lift = Rs. 5660 per sq. mtr.

2. Office order of even no. dated 17.10.2002 states that where Engineering Member declares flats with richer specification, additional PAR for such flats will be charged with the approval of Vice Chairman, D.D.A. In absence of any certificate it will be presumed that flats are without richer specifications. Now it has been decided that this certificate will be given by the respective Chief Engineer instead of Engineering Member.

*[Signature]*  
[D.B. GUPTA]  
Commissioner [H]

Copy to .

1. VC for information.
2. FM for information.
3. EM for information
4. FA[H]/ All Chief Engineers
5. Director[H] I & II/ Jt.FA[H] I & Dy FA(H)
6. Sr A.O.(HAC)
7. Dir (System)/Dy Dir (System) /CMC

*AAO*  
*[Signature]*  
21/11

*Sr. Ramesh*  
*[Signature]*  
21/11



**DELHI DEVELOPMENT AUTHORITY**  
**OFFICE OF COMMISSIONER (HOUSING)**

No.F.2(10)2001/Coordn.(H) / 4

dt. 8<sup>th</sup> January, 2003

**OFFICE ORDER**

**SUB: Standard Costing**

This has reference to office order of even number dated 18.11.02 indicating the Plinth Area Rate (PAR) of cost of construction. The Authority in its meeting held on 20.12.02 has approved the following revised plinth area rate of construction including maintenance deficiency and rectification charges w.e.f. 20.12.02 till 31.3.03 vide resolution No. 110/2002.

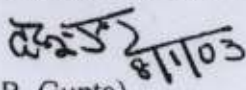
<u>Category</u>	<u>Plinth Area rate</u> <u>Per sq. mtr.(in Rs.)</u>
Janta	5250
LIG	4820
MIG	5380
HIG/SFS	5680

2. The Authority has also revised the land factors for 4/5 storey flats which will be applicable w.e.f. 20.12.02. The land factor for 4/5 storey flats as indicated at sl. no.4 in para (6) of office order of even number dated 25.02.02 is modified as under :-

<u>Category</u>	<u>Land factor of 4/5 storey flats</u>
Janta	1
LIG	1
MIG	0.85
HIG/SFS	0.85

3. The other provisions on the subject will remain unchanged.

4. These will apply to demand letters issued w.e.f. 20.12.2002. Demand letters already issued will not be revised. This bears approval on file No. 21(1671)2001/HAC.

  
 ( D.B. Gupta )  
 Commissioner (Housing)

- Copy to :
- 1.FA(H)
  - 2.Director (H)I&II/Jt.FA(H)/Dy.FA(H)
  3. Director (System)Dy.Director (System)/CMC
  4. SR.A.O.(HAC)
  5. PS to VC/FM/EM for information
  6. PS to Commissioner-cum-Secretary

441-119C  
14-7-03

**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF PRINCIPAL COMMISSIONER**

No.F.21(1671)2001/HAC

8.7.03

**OFFICE ORDER**

Sub: **STANDARD COSTING**

This has reference to office order of even no. dated 8.1.03. The Plinth Area Rate (PAR) of cost of construction, including maintenance, deficiency and rectification charges for demand letters issued/to be issued w.e.f 1.4.03 till 30.9.2003, as approved by Authority in its meeting held on 28.3.03 are as under:-

Flats with lift	=	Rs. 8000 per sq. mtr.
Flats without lift	=	Rs.5250 per sq. mtr.for Janta/EWS/One room tenements
		Rs.4820/- per sq.mtr for LIG
		Rs.5380/- per sq.mtr for MIG
		Rs.5680/- per sq.mtr for HIG/SFS

Note: For flats with richer specification additional PAR would be charged.

[D.B. GUPTA]

Principal Commissioner

Copy to :

1. VC for information.
2. FM for information.
3. EM for information
4. PC cum Secy (w.r.f. to A.R.No 7/2003)
5. Commissioner (System)
6. FA[H]/ All Chief Engineers
7. Director[H] I & II/ Jt.FA[H] I & Dy FA(H)
8. Sr A.O.(HAC)
9. M/s CMC/S.G.Martin & Co. - for updation of PAR

HAS/HAC / 15/7/03

15/7/03

Sr Ramesh  
15/7/03

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)

No.F.21(1671)2001/HAC

4.11.2003

**Sub:- Costing of flats.**

14 ✓

Authority have passed a Resolution on the costing of the flats by DDA- moving from actual cost to standard cost in its meeting held on 21.1.2002 vide Resolution No. 7/2002. This was further modified for interest during construction period and land factor for four storey flats vide Resolution No. 95/2002, 110/2002. The authority in its meeting held on 29.9.2003 have approved the following vide resolution number:

- a. Collection of share money as approved vide Authority Resolution No. 7/2002 has been dispensed with.
- b. No service charges/capitalized service charges be separately levied on flats. This will be part of land cost as intimated by Land Costing wing.
- c. Authority had left the decision on interest during construction period to the Vice Chairman who has decided that interest during construction period be charged @ 10% p.a.
- d. The above would apply on demand letters yet to be issued. Demand letters already issued will not be revised.

[R.K.Singh]  
Commissioner (Housing)

Copy to :

1. VC for information.
2. FM/EM for information.
3. PC for information
4. Commissioner (System)
5. FA[H]/ Dir(LC)
6. Director[H] I & II/ Jt.FA[H] I & Dy FA(H)
7. Sr A.O.(HAC)
8. M/s CMC

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)

No.F.21(1671)2001/HAC/147

19.11.03

OFFICE ORDER

Sub: STANDARD COSTING

This has reference to office order of even no. dated 8.7.03. The Plinth Area Rate (PAR) of cost of construction, including maintenance, deficiency and rectification charges for demand letters issued/to be issued w.e.f 1.10.03 till 31.3.2004 as approved by Authority in its meeting held on 29.9.03 are as under:-

Flats with lift	=	Rs. 8000 per sq. mtr.
Flats without lift	=	Rs. 5250 per sq. mtr. for Janta/EWS/One room tenements
		Rs. 4820/- per sq.mtr for LIG
		Rs. 5380/- per sq.mtr for MIG
		Rs. 5680/- per sq.mtr for HIG/SFS

Note: For flats with richer specification additional PAR would be charged.

[R.K.Singh]  
Commissioner (Housing)

Copy to :

1. VC for information.
2. FM/EM for information.
3. PC for information
4. Commissioner (System)
5. FA[H]/ All Chief Engineers
6. Director[H] I & II/ Jt.FA[H] I & Dy FA(H)
7. Sr A.O.(HAC)

*G. Singh*  
19/11

184.8  
18/11/03

213

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)

No.F.21(1671)2001/HAC/16

5.04.04

OFFICE ORDER

Sub: STANDARD COSTING

This has reference to office order of even no. dated 19.11.2003. The Plinth Area Rate (PAR) of construction, including maintenance, deficiency and rectification charges for demand letters issued/to be issued w.e.f 1.4.2004 till 30.9.2004, as approved by Authority in its meeting held on 11.03.2004 vide resolution number 20/2004, continue to be as under:-

Flats with lift	=	Rs. 8000 per sq. mtr.
Flats without lift	=	Rs.5250 per sq. mtr.for Janta/EWS/ Rs.4820/- per sq.mtr for LIG Rs.5380/- per sq.mtr for MIG Rs.5680/- per sq.mtr for HIG/SFS

388/HAC  
7-4-04

Note: For flats with richer specification additional PAR would be charged.

[Asma Manjar]  
Commissioner(Housing)

Copy to :

1. VC for information.
2. FM/EM/PC for information.
3. FA[H]/ Commissioner (System)
4. All Chief Engineers
5. Director[H] I & II/ Jt.FA[H] I & Dy FA(H)
6. Sr A.O.(HAC)

(17)

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)

No.F.21(1671)2001/HAC/109

12.10.04

OFFICE ORDER

Sub: STANDARD COSTING

This has reference to office order of even no. dated 5.04.2004 indicating the following Plinth Area Rate (PAR) of cost of construction, including maintenance, deficiency and rectification charges for demand letters issued/to be issued w.e.f 1.04.2004 till 30.9.2004.

- Flats with lift = Rs. 8000 per sq. mtr.
- Flats without lift = Rs.5250 per sq. mtr.for Janta/EWS/  
Rs.4820/- per sq.mtr for LIG  
Rs.5380/- per sq.mtr for MIG  
Rs.5680/- per sq.mtr for HIG/SFS

The Hon'ble LG has approved to continue to charge above Plinth Area Rate (PAR) of construction till 31.3.2005.

Note: For flats with richer specification additional PAR would be charged.

[Asma Manjar]  
Commissioner(Housing)

Copy to :

1. VC for information.
2. FM/EM/PC for information.
3. FA[H]/ Commissioner (System)
4. All Chief Engineers
5. Director[H] I & II/ Jt.FA[H] I & Dy FA(H)
6. Sr A.O.(HAC)

4-10-04  
20/10/04

15/10/04

Handwritten signature and initials

Sent. Home  
25.10.04

Handwritten notes: AAD/HAC, copy to all Sr. AOs/HACs of Housing wing, AADs/HAC I, II, R (1) and AAD/Coold (H).

18/10  
Sr. AO/HAC

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF PRINCIPAL COMMISSIONER

No.F.21(1671)2001/HAC /16

13.4.05

OFFICE ORDER

Sub: STANDARD COSTING

This has reference to office order of even no. dated 12.10.2004, the Authority in its meeting held on 29.3.05, vide item no. 25/2005, has approved the revised Plinth Area Rate (PAR) of cost of construction, including maintenance, deficiency and rectification charges for demand letters issued/to be issued w.e.f 1.4.05 till 30.9.2005, as under:-

770/HAC  
15-4-05

- Flats with lift = Rs. 8000/- per sq. mtr.
- Flats without lift = Rs.5300/- per sq. mtr.for Janta/EWS/ One room tenements.
- Rs.5400/- per sq.mtr for LIG
- Rs.5600/- per sq.mtr for MIG
- Rs.6000/- per sq.mtr for HIG/SFS

Note: For flats with richer specification additional PAR would be charged.

*[Signature]*  
15-4-05

[Asma Manzar]  
Commissioner(Housing)

Copy to :

1. VC for information.
2. FM/EM/PC/PC-cum-Secy/CLA/CVO for information.
3. FA[H]/ Commissioner (System)
4. All Chief Engineers
5. Dir(H) I & II/ Dir (System)/Jt.FA[H] I & Dy FA(H)
- ✓ 6. Sr A.O.(HAC)

*[Signature]*  
copy to others also. *[Signature]*  
15/3

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)

No.F.21(1671)2001/HAC/223

28.10.05

OFFICE ORDER


Sub: STANDARD COSTING

This has reference to office order of even no. dated 13.04.05, the Authority in its meeting held on 19.10.05, vide item no. 78/2005, has approved

1. Flats constructed on Turnkey basis or Mega projects would have separate PAR.
2. Costing in respect of covered car garage to be done on the same basis as is adopted in the case of Scooter Garage.
4. Additional PAR to be charged for flats with underground common parking.
5. The revised Plinth Area Rate (PAR) of cost of construction, including maintenance, deficiency and rectification charges for demand letters issued/to be issued w.e.f 1.10.05 till 31.03.2006, as under:-

Flats with lift	Rs.9000/- per sq. mtr
Flats without lift	Rs.5500/- per sqm for Janta/EWS/one room tenements, Rs 6000/- per sqm for LIG/EHS Type - A, Rs 7000/- per sqm for MIG/EHS Type - B Rs 7500/- per sqmt for HIG/SFS. Rs.7000/- per sqm for LIG flats constructed on turnkey basis/mega project Rs.8000/- per sqm for MIG flats constructed on turnkey basis/mega project Rs 250/- per sqm additional for underground common parking.

Note: For flats with richer specification additional PAR would be charged.

  
[Asma Manzar]  
Commissioner(Housing)

Copy to :

1. VC for information.
2. FM/EM for information
3. PC/PC-cum-Secy/CVO for information
4. FA[H]/ Commissioner (System)/CLA for information.
5. All Chief Engineers
6. Dir(H)I & II/ Dir (System)/Jt.FA[H] I & Dy FA(H)
7. Sr A.O.(HAC)



**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)**

No.F.21(1671)2001/HAC 25

31.03.06


**OFFICE ORDER**

Sub: **STANDARD COSTING**

This has reference to office order of even no. dated 28.10.05, the Authority in its meeting held on 24.03.2006, vide item no. 21/2006, has approved the revised Plinth Area Rate (PAR) of cost of construction, including maintenance, deficiency and rectification charges for demand letters issued/to be issued w.e.f 1.4.06 till 30.09.2006, as under:-

Flats with lift	Rs.11500/- per sq. mtr
Flats without lift	Rs.6000/- per sqm for Janta/EWS/one room tenements, Rs 7000/- per sqm for LIG/EHS Type - A, Rs.8250/- per sqm for LIG flats constructed on turnkey basis/mega project. Rs 8500/- per sqm for MIG/EHS Type - B Rs.8750/- per sqm for MIG flats constructed on turnkey basis/mega project Rs 9000/- per sqmt for HIG/SFS. Rs 500/- per sqm additional for underground common parking.

Note: For flats with richer specification additional PAR would be charged.

  
[Asma Manzar]  
Commissioner(Housing)

Copy to:

1. VC for information.
2. FM/EM for information
3. PC/PC-cum-Secy/CVO for information
4. FA[H]/ Commissioner (System)/CLA for information.
5. All Chief Engineers
6. Dir(H)I & II/ Dir (System)/Jt.FA[H] I & Dy FA(H)
7. Sr A.C.(HAC)

**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)**

No.F.21(1671)2001/HAC

7.09.06

10/06  
2006-0


**OFFICE ORDER**

Sub: **STANDARD COSTING**

This has reference to office order of even no. dated 30/31.3.2006, the Authority in its meeting held on 3.08.2006, vide item no. 89/2006, has approved the revised Plinth Area Rate (PAR) of cost of construction, including maintenance, deficiency and rectification charges for demand letters to be issued w.e.f 1.10.06 till 31.03.2007, as under:-

Flats with lift	Rs.12000/- per sq. mtr
Flats without lift	Rs.6300/- per sqm for Janta/EWS/one room tenements, Rs 7500/- per sqm for LIG/EHS Type - A, Rs.8700/- per sqm for LIG flats constructed on turnkey basis/mega project. Rs.9000/- per sqm for MIG/EHS Type - B Rs.9300/- per sqm for MIG flats constructed on turnkey basis/mega project Rs 9500/- per sqmt for HIG/SFS. Rs 500/- per sqm additional for underground common parking.

Note: For flats with richer specification additional PAR would be charged.

  
[Asma Manzar]  
Commissioner(Housing)

Copy to :

1. VC for information.
2. FM/EM for information
3. PC/PC-cum-Secy/CVO for information
4. FA(H)/ Commissioner (System)/CLA for information.
5. All Chief Engineers
6. Dir(H)I & II/Dir (System)/Jt.FA(H) I & Dy FA(H)
7. Sr A.O.(HAC)

1-4-07 To 30-9-07

Rates are same as above.

-378/c

**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE COMMISSIONER (HOUSING)**

No. F.21(1671)2001/HAC/06,

Dated: 20<sup>th</sup> June, 2007

**OFFICE ORDER**

Subject:- **STANDARD COSTING**

This has reference to Office Order of even No. dated 07/09/2006. The Plinth Area Rate (PAR) of construction including maintenance, deficiency and rectification charges for demand letters issued/to be issued w.e.f. 01/04/2007 to 30/09/2007 as approved by the Authority in its meeting held on 31<sup>st</sup> May, 2007 vide Item No. 32/2007 continued to be as under:-

Flats with lift:	-Rs. 12,000/- per sq.mtr.
Flats without lift	-Rs. 6,300/- per sqm. for Janta/EWS/One Room Tenement. -Rs. 7,500/- per sqm. for LIG/EHS Type-A -Rs. 8,700/- per sqm. for LIG flats constructed on turnkey basis/ Mega project. -Rs. 9,000/- per sqm. for MIG/EHS Type-B flats, -Rs. 9,300/- per sqm. for MIG flats constructed on Turn key basis/mega project. -Rs. 9,500/- per sqm. for HIG/SFS flats. -Rs. 500/- per sqm. additional for underground common parking.

Notes:- i) As the rates for the flats constructed on turn key basis, the cost is fixed on higher rates due to richer specification no extra charges for the same are applicable, but this will continue to be applicable in other category flats.

ii) If any distortion is notified in PAR, V.C., DDA is authorized to rectify the same with the approval of Hon'ble Lt. Governor, Delhi.

[ Asma Manzar ]  
Commissioner (Housing)

Copy for kind information to:-

1. Vice-Chairman, DDA.
2. FM/EM, DDA.
3. PC/PC-Cum-Secretary/CVO, DDA.
4. FA(H)/Commissioner(System)/CLA, DDA.
5. All Chief Engineers.
6. Director(H)-I & II/ Dir.(System)/Jt.F.A.(H)-I & Dy.F.A.(H)-II
7. Sr. A.O.(HAC)

**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE COMMISSIONER (HOUSING)**

No: F.21(1671)2001/hac/Pt-1/210,

Dated: 2 November, 2007

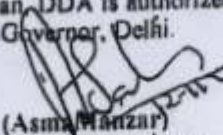
Subject: STANDARD COSTING:

The Authority in its meeting held on 30-10-2007, vide Item No. 92/2007, has approved the revised Plinth Area Rates (PAR) of Cost of Construction, including maintenance, deficiency and rectification charges for demand letters to be issued w.e.f. 01-11-2007 till 31-03-2008, as under:-

Flats with lift	Rs. 13,200/- per sqm. ✓
Flats without Lift	Rs. 6,900/- per sqm. for JANTA/EWS/One Room Tenements.
	Rs. 8,900/- per sqm. for LIG/EHS Type-A
	Rs. 9,500/- per sqm. for LIG flats constructed on turnkey basis/mega project.
	Rs. 9,900/- per sqm. for MIG/EHS Type-B
	Rs. 10,200/- per sqm. for MIG flats constructed on Turnkey basis/Mega Project.
	Rs. 10,500/- per sqm. for HIG/SFS Flats.
	✓ Rs. 600/- per sqm. additional for under-ground Common parking.

Note:-

- i) For Flats with richer specifications additional PAR would be charged except for the flats constructed on Turn key basis/Mega Project with richer specification, as separate higher rates for the same are already worked out.
- ii) If any distortion is noticed in PAR, Vice-Chairman, DDA is authorized to rectify the same with the approval of Hon'ble Lt. Governor, Delhi.

  
(Asma Manzoor)  
Commissioner (Housing)

Copy to:-

1. Vice Chairman, DDA for kind information.
2. FM/EM, DDA for kind information.
3. PC/PC-cum-Secy/CYO for kind information.
4. FA(H)/Commissioner(System)/CLA for kind information.
5. All Chief Engineers, DDA
6. Director(H)-I & II /Director(System)/Dy. F.A.(H)-I & II
7. Sr. A.O.(HAC) / Asst. (HAC) III

*Handwritten notes:*  
11/11/07  
6. ACIT

**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE COMMISSIONER(HOUSING)**

No: F.21(1671)2001/HAC/Pt-I/128

Dated: 29 April, 2008

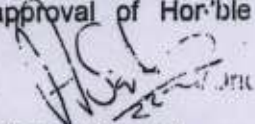
**Subject: STANDARD COSTING:**

The Authority in its meeting held on 10-04-2008, vide Item No. 19/2008, has approved the revised Plinth Area Rates (PAR) of Cost of Construction, including maintenance, deficiency and rectification charges for demand letters to be issued w.e.f. 01-04-2008 till 30-09-2008, as under:-

Flats with lift :	Rs. 13,200/- per sqm.
Flats without Lift:	Rs. 6,900/- per sqm. for JANTA/EWS/One Room Tenements.
	Rs. 8,900/- per sqm. for LIG/EHS Type-A
	Rs. 9,500/- per sqm. for LIG flats constructed on turnkey basis/Mega Project.
	Rs. 9,900/- per sqm. for MIG/EHS Type-B
	Rs. 10,200/- per sqm. for MIG flats constructed on Turnkey basis/Mega Project.
	Rs. 10,500/- per sqm. for HIG/SFS Flats.
	Rs. 600/- per sqm. additional for under-ground Common parking.

**Note:-**

- i) For Flats with richer specifications additional PAR would be charged except for the flats constructed on Turn key basis/Mega Project with richer specification, as separate higher rates for the same are already worked out.
- ii) If any distortion is noticed in PAR, Vice-Chairman, DDA is authorized to rectify the same with the approval of Hon'ble Lt.Governor, Delhi.

  
(Asma Manzar)

Commissioner(Housing)

**Copy to:-**

1. Vice Chairman, DDA for kind information.
2. FM/EM, DDA for kind information.
3. PC/PC-cum-Secy/CVO for kind information.
4. FA(H)/Commissioner(System)/CLA for kind information.
5. All Chief Engineers, DDA
6. Director(H)-I & II /Director(System)/Dy.F.A.(H)-I & II
7. Sr.A.O.(HAC)
8. P.S. to Commissioner(Housing).

**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE COMMISSIONER(HOUSING)**

No: F.21(1671)2001/HAC/Pt-1/58, Dated: 22/January, 2009

Subject: **STANDARD COSTING:**

The Authority in its meeting held on 17-12-2008, vide Item No. 71/2008, has approved the revised Plinth Area Rates (PAR) of Cost of Construction, including maintenance, deficiency and rectification charges for demand letters to be issued w.e.f. 01-10-2008 till 31-03-2009, as under:-


Flats with lift	i) For upcoming schemes: Rs.15,700/-per sqm. (*inclusive of onetime cost component for operation and maintenance charges for lifts and fire fighting equipment and the like for a period of five years).
	ii) For Existing Schemes: Rs.15,200/- per sqm.
Flats without lift	Rs.7,400/-per sqm. for Janta/EWS/ one room Tenements. Rs.9,400/- per sqm. for LIG/FHS - Type - A , Rs.10,000/-per sqm. for LIG flats constructed on turnkey basis/mega project. Rs.10,500/-per sqm. for MIG/EHS - Type-B Rs.10,700/-per sqm. for MIG flats constructed on Turnkey basis/ mega project. Rs.11,000/-per sqm. for HIG/ SFS flats. Rs.700/-per sqm. Additional for underground Common Parking.

Contd....P/2....

P/2

Note:-

- i) For Flats with richer specifications additional PAR would be charged except for the flats constructed on Turn key basis/Mega Project with richer specification, as separate higher rates for the same are already worked out.
- ii) If any distortion is noticed in PAR, Vice-Chairman, DDA is authorized to rectify the same with the approval of Hon'ble Lt. Governor, Delhi.

  
(Asina Manzar)  
Commissioner(Housing)

Copy to:-

1. Vice Chairman, DDA for kind information.
2. FM/EM, DDA for kind information.
3. PC/PC-cum-Secy/CVO for kind information.
4. FA(H)/Commissioner(System)/CLA for kind information.
5. All Chief Engineers, DDA
6. Director(H)-I & II /Director(System)/Dy.F.A.(H)-I & II
7. Sr.A.O.(HAC) / *Ans/HAC*
8. P.S. to Commissioner(Housing)

**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE COMMISSIONER (HOUSING)**

No: F.21(1671)2001/HAC/Pt-I/199 Dated: 29-June,2009

Subject: **STANDARD COSTING:**

The Authority in its meeting held on 3<sup>rd</sup> June,2009, vide Item No. 16/2009, has approved the revised Plinth Area Rates (PAR) of Cost of Construction, including maintenance, deficiency and rectification charges for demand letters to be issued w.e.f. 01-04-2009 till 30-09-2009, as under:-

- Flats with lift
- i) For upcoming schemes:  
Rs.15,700/-per sqm. (\*inclusive of onetime cost component for operation and maintenance charges for lifts and fire fighting equipment and the like for a period of five years).
  - ii) For Existing Schemes:  
Rs.15,200/- per sqm.
- Flats without lift
- Rs.7,400/-per sqm. for Janta/EWS/ one room Tenements.
  - Rs.9,400/- per sqm. for LIG/EHS - Type - A
  - Rs.10,000/-per sqm. for LIG flats constructed on turnkey basis/mega project.
  - Rs.10,500/-per sqm. for MIG/EHS - Type-B
  - Rs.10,700/-per sqm. for MIG flats constructed on Turnkey basis/ mega project.
  - Rs.11,000/-per sqm. for HIG/ SFS flats.
  - Rs.700/-per sqm. Additional for underground Common Parking.


Contd....P/2....



P/2

**Note:-**

- 1) No addition/extra charges are leviable in respect of turnkey basis/Mega projects constructed flats with richer specification. However additional /extra charges would be leviable in respect of other flats with richer specification as to be intimated by the Engineering Wing.
- 2) If any distortion is noticed in PAR, Vice-Chairman, DDA is authorized to rectify the same with the approval of Hon'ble Lt. Governor, Delhi.

  
(Asma Manzar)  
Commissioner(Housing)

**Copy to:-**

1. Vice Chairman, DDA for kind information.
2. FM/EM, DDA for kind information.
3. PC/PC-cum-Secy/CVO for kind information.
4. FA(H)/Commissioner(System)/CLA for kind information.
5. All Chief Engineers, DDA .
6. Director(H)-I & II /Director(System)/Dy.F.A.(H)-I & II
7. Sr.A.O.(HAC)
8. P.S. to Commissioner(Housing)

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE COMMISSIONER (HOUSING)

No.F.2[10]2001/Co-ordn.(H) (C-1)

Dated 1st August, 2001

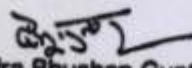
OFFICE ORDER

SUB: Simplification of procedure and delegation of enhanced powers for issue of NOC for possession.

An Office Order No. PA/JLFA(H)II/Conversion/2000 dated 13.7.2000 was issued by FA(H) to simplify the procedure for working out the outstanding dues/ issue of No Objection Certificate so as to expedite the disposal of pending conversion applications.

In order to simplify the procedure for issue of No Objection Certificate for other purposes, it has been decided to extend the circular dt.13.7.2000 referred earlier to the NOCs for any other purposes, provided application has been received from the original allottee and genuineness is verified by the officer not below the rank of Dy. Director, in the Management wing.

This bears approval of FMVC on file No. MO.24[1245]87/RO/NP.

  
[Devendra Bhushan Gupta]  
Commissioner(Housing)

1. PS to V.C., DDA.
2. PS to FM, DDA.
3. Financial Advisor(Housing)
4. Director(Housing)-I
5. Director(Housing)-II
6. All Jt./Dy. Directors of Housing Department.
7. Jr. Law Officer(Housing).
8. Guard File.

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**DELHI DEVELOPMENT AUTHORITY**  
**OFFICE OF COMMISSIONER (HOUSING)**

No.F.2(10)/Circular/N&C(H)/2001/350

06.12.2001

**OFFICE ORDER**

In super session of Office Order No. PA/Jt.FA(H)II/ Conversion/ 2000 dt. 13.7.2000 regarding simplification of procedure and delegation of enhanced powers for disposal of conversion cases. It is decided that in order to mitigate the public grievances as also expedite the disposal of cases urgently, it has become necessary to liberalize our existing procedure so that the delay in issue of NOCs for conversion or other purposes could be minimized and refund to the allottees wherever required is made expeditiously. To meet out the above purpose it has been decided to delegate the following enhanced powers to the officers of Housing Accounts and Management Wing.

PRESENT DELEGATION	ENHANCED DELEGATION
1. In case the final outstanding dues in respect of any flats are upto Rs.50/-, the same will be treated as written off and NOC will be issued by the zonal AO without insisting for this payment.	In case the final outstanding dues in respect of any flat are upto Rs.200/-, the same will be treated as written off and NOC will be issued by Zonal AO/Dy. Director (Housing) without insisting for this payment.
2. All the payments made by the allottees are required to be verified from the D&C register or Cash (H). However, in the cases where the allottees are asked to deposit some outstanding dues and if	All the payments made by the allottees are required to be verified from the D&C register or Cash (Housing). However, in the cases where the allottees are asked to deposit some outstanding dues and if the payment involve is upto

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<p>the payment involve is upto Rs.4000/- the procedure of verification of payments will be dispensed with and the payment will be treated as received on submission of original 3<sup>rd</sup>/4<sup>th</sup> copy of challan as proof of payment.</p>	<p>Rs.5000/- the procedure of verification of payments will be dispensed with by Director (H) and the payment will be treated as received by the Management Wing on submission of original 3<sup>rd</sup>/4<sup>th</sup> copy of challan as proof of payment. This would be applicable only in respect of final dues for the purpose of conveyance deed/NOC after possession.</p>
<p>3. Where the payments made are more than 3 years old the same may be treated as verified on production of proof of payment and Indemnity Bond duly attested by the Notary Public. It has also been decided to delegate the following enhanced powers to the officers of Housing Accounts Wing for the above purposes:-</p> <p>a)</p> <ul style="list-style-type: none"><li>i. Zonal A.Os upto Five installments</li><li>ii. Dy./Jt.FA(H): upto ten installments</li><li>iii. FA(H) : upto twenty installments</li></ul> <p>(subject to overall monetary limit of Rs.25,000/-)</p>	<p>Where the payments made are more than 3 years old, the same may be treated as verified on production of proof of payment as 3<sup>rd</sup>/4<sup>th</sup> copy of challan or bank certificate and Indemnity Bond duly attested by the Notary Public in respect of number of monthly installments already decided and existed in each individual cases to be exercised by different officers. However, the overall limit is decided to be enhanced from Rs.25, 000/- to Rs.50, 000/- in each individual case at DFA/JFA level. For amount over Rs.50,000/- irrespective of number of installments decision will be taken by FA(H)/Commissioner (Housing) for an amount upto Rs. 2 lakhs.</p>

<p><b>b) GROUND RENT. SERVICE CHARGES. ETC.</b></p> <p>i. Zonal AO &amp; upto Rs.2500/-</p> <p>ii. Dy./Jt. FA(H): Upto Rs.7500/-</p> <p>iii. FA(H): Upto Rs.15,000/-</p>	<p>No change in the existing delegations.</p>
<p>c) For exercising the powers in respect of monthly installments, AOs will maintain a detailed record and once the actual verification cycle is completed, this will get tallied and report is sent to the respective Jt.FA(H)s for onward transmission to FA(H)/FM.</p>	<p>The existing system of follow up verification may be discontinued. However, entries of such unverified challans will be made in a register in each unit for audit by Internal Inspection Cell and for reconciliation by a separate unit. In case of any loss, the provisions of Indemnity Bond shall be invoked and money recovered from the Indemnifier.</p>
<p>4. The present delegations are applicable for conversion cases issued by office order No. PA/Jt.FA(H)II/Conversion/2000 dt. 13.7.2000. The delegations were made applicable for issue of NOCs for any purposes provided application has been received from the original allottee and the genuineness is verified by the officer not below the rank of Dy. Director in the Management Wing vide</p>	<p>It is now decided that the delegation may be made applicable to NOCs to be issued for conversion cases, penalty relief cases or Amnesty cases and all other purposes. The delegation may also apply in all cases whether pertains to original allottees or SPA/GPA cases where GPA has applied for conversion in his own name subject to verification of genuineness by Management Wing.</p>



applicant against any loss/fraud to DDA.

- iii. A certificate from Management Wing that no allotment has been made against the registration to the applicant.

Further, the following enhanced powers are decided to be delegated to different officers in respect of refund of other deposits.

Aos/Sr.Aos	- Rs.25,000/-
Dy./Jt.FA(H)	- Rs.50,000/-
FA(H)	- Rs. 2 lakhs
F.M.	- Full powers.

In the past, possession of the flats in a few schemes were handed over to the allottees by the Management Wing without verification of the initial deposit, the cash down payments and other payments due for possession. This practice perhaps was adopted to facilitate expeditious handing over possession to the allottees to minimize harassment. However, now when the allotted flat is proposed to be transferred legally through execution of conveyance deed, it would be appropriate to get such pre-possession payments verified. This may take some additional time i.e. a few days but keeping in view the final transfer of property by DDA to the allottee, this should not be dispensed with. A few chances have come to the notice in the past where the forged challans have been submitted by the allottees and it is to be ensured that no such case goes through in the process of liberalization of procedure. There may also be cases where the allottee has made the payment but Bank might not have credited that to the DDA's account. In case some payments could not be got verified the procedure of Indemnity Bond can be adopted and case disposed off with the orders of the Competent Authority.

but where possessions have been given long back without verification of payments and verification not got done even after handing over of possession, DDA may not be in a position to recover amount from the allottees unless it is established that it was based on fraudulent challans.

Hence it is decided that pre possession payments need not be verified where possession has been given upto 31.12.1995. It will apply to all cases including cash down allotments, SFS, initial deposit of Hire Purchase allottees.

PRACTICES

It is decided that all the NOCs which shall henceforth be issued by the Accounts Wing shall indicate the dues viz. cost, installment, ground rent, service charges, interest, etc. The element of interest shall be worked out presuming that the payment shall be made within next three months and interest for the next three months shall be added in the balance dues while issuing No Dues Certificate. In addition the rate of interest payable for delay shall also be indicated simultaneously. This would facilitate the allottee as well as Management Wing to work out delayed payment interest without referring the case to the Finance Wing. The Accounts Wing shall henceforth issue No Dues Certificate in cases where the final dues on account of ground rent/service charges/cost/installment/interest, etc. are up to Rs. 5,000/- subject to the payment to be made by the allottee by the prescribed date as indicated in the certificate itself and further action may be taken by Management Wing subject to their satisfaction of receipt of payments from allottee.

In cases of Self Finance Scheme where allocations have been made and the allocattees have made payment of four installments as per demand-cum-allocation letter the files shall be sent by the Management Wing to the Accounts Wing, in batches for verification of payments made and working out interest on late payments, etc., if any. The completion of this exercise in advance shall facilitate the timely issuance of the final demand letters once the specific draw of flats held and costing of the flats is finalized.





Dated, the 16th, November, 1988

ORDER

In supersession of Office Order of even number dated the 4th March, 1987 and in order to further streamline the working of the Housing Department, functional responsibilities at various levels have again been reviewed and it has been decided that powers to carry out various activities will be exercised by the officers of the Housing Department in the following manner:-

Sl. No.	Activity	Officer authorised to exercise power
1. <u>Registration</u>		
a)	Request for conversion of category of SFS Registration from category-II to category-III or vice versa	<u>Commissioner(H).</u> Conversion will be permitted only before allocation. If change is requested after allocation, the allocation will have to be cancelled and registrant will apply afresh.
b)	Request for change of registration scheme from Janta/LIG/MIG to SFS and vice versa, subject to observance of approved guidelines.	<u>Director(H)</u> for MIG to SFS-V (Category-II) only and vice versa. Any other conversion is not permitted.
c)	Request for cancellation of registration/refund on the request of registrant	<u>Deputy Director</u>
d)	Request for change of address	<u>Assistant Director</u>
e)	Cancellation of registration owing to non-fulfilment of terms/conditionment of facts	<u>Director(H)</u>
f)	Request for restoration of registration (joining the last scheme in case of SFS and same scheme in other cases)	<u>Commissioner(H).</u> Once registrant has applied for cancellation, the request for restoration of registration would not be entertained. Cases where office is at fault should only be considered. <u>Exceptional cases may be put up to Vice-Chairman.</u>
2. <u>Allotments</u>		
a)	Cancellation of allotment due to non-payment/non-fulfilment of terms & conditions/wrong registration	<u>Director(H)</u>

A NEW APPROACH TO

b) Request for cancellation of allotment on the request of allottee

Deputy Director(H)

c) Request for extension of period for making payment by the allottees for individual instalments in case of SFS ~~registrations depending upon merits of each case~~

~~Deputy Director(H) - upto 3 months subject to payment of interest (automatic permission with interest etc.)  
Vice-Chairman beyond 3 months, in exceptional cases.~~

d) Grant of mortgage permission

Assistant Director(H)

e) Issue of demand/allocation letter

Assistant Director(H)

f) Issue of possession letter

Assistant Director(H)

g) Restoration of allotment/allocation in case of ~~...~~

~~Commissioner(H) - cases in which part payment is received upto the last date of receipt of 4th instalment.~~

Restoration of allotment in case of NPRS/General Scheme

Vice-Chairman - other cases.

Commissioner(H) - provided flat is available and payment has been made in time. If original flat is not available, alternative flat may be given by draw of lots in the same colony/same floor. If alternative flat in the same colony is not available, allotment should be made in the next general draw for that category of flat.

Arithmetical correction in the allotment made

Director(H)

Adjustment of allotment in SFS allocation in other pockets/colony in cases where pockets/colonies are not coming up in time or construction is not possible due to land disputes, etc.

Vice-Chairman - bulk changes

Commissioner(H) - in case of a few changes. He may also allow change in the same colony/floor for compelling reasons to be recorded in writing, provided alternative flat on the same floor is available.

Copy of mode of payment

Commissioner(H) - especially in the case of widows and retired persons who have no other means of support or are unable to raise money.

1) Regularisation of belated period of payment in general scheme flats and in NPS allotments made before condition of automatic cancellation was applied.

~~Commissioner(H)~~ upto 90 days.  
~~Vice-Chairman~~ - beyond 90 days.

3. General

- a) Transfer of registration/allotment/allocation in blood relation/after the death of registrant/allottee
- b) Transfer of flat by way of sale and regularisation of sale
- c) Execution of conveyance deed/lease-deed
- d) Issue of show cause notice in cases of unauthorised construction/mis-use/unauthorised sale
- e) Cancellation of allotment arising out of (d) above
- f) Restoration of allotment arising out of (e) above for valid reasons to be recorded in writing
- g) Fixation of date of draw for allocation/allotment
- h) Approval for mutual exchange of flats
- i) Waiving of penalty/watch and ward charges

Director(H) ✓

~~Commissioner(H)~~

Assistant Director(LAB)

Asst. Director/A.E./Dy. Director ✓

Director(H) ✓

~~Commissioner(H)~~

Director(H)

~~Commissioner(H) - WITHIN THE SAME COLONY.~~

Vice-Chairman - between different colonies.

Commissioner(H) - in cases where office is at fault.

Vice-Chairman - other cases.

This issues with the approval of Vice-Chairman, DDA.

Copy to:-

- Secretary to LG for information.
- OSD to Vice-Chairman for VC's information.
- Director(H)I, DDA.
- Director(H)II, DDA.
- All Deputy Directors(Housing), DDA.
- All Assistant Directors(H), DDA.
- All Superintendents(Housing), DDA
- to Commissioner(H), DDA
- (H) Legal Assistant(Housing).
- Guard file.

( J SINGH )  
Commissioner(Housing)

( U S JOLLY )  
Director(Housing) II

DELHI DEVELOPMENT AUTHORITY  
HOUSING DEPARTMENT

No: P.1(5)20/H/Agency/Pt./

Dated: 6-10-1975

C I R C U L A R

**Sub: Policy relating to formation of association/agency in the Housing Estate of DDA, refund of share money and allotment of space for association/agency office/community hall.**

On coming into force of Delhi Apartment Ownership Act, 1986, the matter relating to registration/recognition of associations of flat owners of the various housing estates of the DDA, has been under consideration for quite some time. Linked with this is also the matter relating to allotment of lands to the associations/agencies for construction of offices/community halls and refund of share money deposited by the allottees.

2. Previously these matters were being dealt with under the provisions of DDA (Management & Disposal of Housing Estate) Regulations 1963. The matter has been examined at length and following decisions have been taken in this regard.

(1) RECOGNITION OF ASSOCIATION/AGENCIES.

The Delhi Apartment Ownership Act, 1986 has been enacted as a progressive legislation for the welfare of the allottees. Section 15(1) of this act makes it compulsory in respect of the apartment owners for formation of an association for administration of affairs in relation to the apartment and the property appertaining thereto for the management of the common areas and facilities. For this purpose, it may adopt the model bye-laws. On the other hand, DDA (Management & Disposal of Housing Estate) Regulations 1963, which have not been repealed, make it compulsory for the agencies/associations to get these registered with the Authority and further Vice Chairman may direct these to register with Registrar of Society.

Keeping in view the above provisions and to ensure that associations/agencies are formed in the Housing Estates of DDA to perform functions assigned to these under the laws, it has been decided that DDA will start recognition/registering associations/agencies by issuing the certificate as at annexure-A and encourage these for registration with

Contd.....P/2.

Registrar of Societies

(1) SHARE MONEY.

DDA has charged the share money from the flat lottees since 1987-88 under the terms and conditions of allotment @ Rs. 100/- per allotment. Once DDA issues a certificate of recognition to the association/agency, DDA will also start refunding the amount of share money, if deposited, to the association/agency on request. The amount is to be spent for the welfare of allottees/members as per provisions of the bye-laws.

(11) ALLOTMENT OF LAND.

DDA receives requests from the association/agencies and sometime through apex association of DDA housing colonies, for allotment of a small piece of land within the boundary of a Housing Estate as may be available in each case for construction of office premises for smooth running of the agency as well as maintenance of the estate. Sometimes, requests are also received for allotment of land for community hall. It has been decided in each case, where an officer wing of the DDA has identified land and finds construction of an office/community hall or both feasible, then such piece of land will be allotted to the respective agencies on prescribed license fee. The construction will be undertaken by the Association/Agency itself and from its own resources. The guidelines evolved for this purpose are being issued separately.

3. This issues with the approval of Vice Chairman.

*Kewal K. Sharma*  
( Kewal K. Sharma )  
Commissioner (Housing)

Copy to:-

1. O.S.D. to V.C., DDA
2. P.S. to V.C.
3. Chief Architect, DDA, Vikas Minar.
4. Adl. Chief Architect, DDA Vikas Minar.
5. F.A. (Housing), DDA
6. Director (I)-I & II.
7. Dy. P.A. (I)-I, II & III.
8. D.D. (MIG) / Janta/SES
9. P.S. to Commissioner (Housing).
10. Guide file.

C I R C U L A R

Sub: Guidelines for allotment of a small piece of land within the boundary of a Housing Estate to recognised associations/agencies, for the purpose of office space/community hall.

Delhi Development Authority has been receiving requests from the Residents Welfare Agencies/associations registered under the DDA Housing Estates Regulations for allotting them space for setting up an office/community hall within the boundary of a Housing Estate. The policy circular No.F.1(5)/90/H/Agency/Pt. dated 6.10.95 relating to formation of association/agency in the Housing Estate of DDA, provides that guidelines have to be evolved for allotment of land for the purpose of office space/community hall and are being issued separately.

2. After detailed examination of the issue, Vice-Chairman has been pleased to approve that the following factors shall be taken into account while allotting land for above purposes to recognised associations/agencies:-

- (a) Only those residents Welfare Associations which are recognised by DDA will be considered for allotment of land for agency office/community hall.
- (b) The individual agency/association is to be allotted land not exceeding more than 50 Sq. Mts.
- (c) In case of pump house/site office is already constructed by the DDA and is not in use, it will be allotted for agency office. The construction cost of the same will be charged from the agency if not already recovered.
- (d) The feasibility of allotting land will be established by the Architect Wing of the DDA and decision of DDA shall be final in this regard.
- (e) The criterion for allotment will be adopted as first come first served basis.

if the land to be allotted has charged from the allottees, the allotment will be made on licence fee of Rs.1/- per annum. The licence fee can be revised after a period of 30 years. Where the cost of land has not been charged from allottees of the housing pocket, one time licence fee in this case will be charged in consultation with Finance Deptt. of DDA. In the case of built up space, the construction cost of such space will be charged from the Association/agency.

- (g) The membership strength of an association will not be a material factor, the guiding principle will be whether agency/association is recognised or not.
3. This issue with the concurrence of Finance.

*Kishan*

(KE-AL K. SHARMA)  
COMMISSIONER (HOUSING)

Copy to:-

1. O.S.D. to V.C., DDA
2. P.S. to F.M.
3. Chief Architect, DDA, Vikas Minar
4. Addl. Chief Architect, DDA, Vikas Minar
5. P.A. (Housing), DDA
6. Director (H) I & II
7. E.O. III to E.M., DDA, Vikas Sadan, B-Block, letter No. EM5 (2) 89/GD/M/SeZ/7435-56 dt. 28.9.95 refers.
8. Dy. P.A. (H) I, II & III.
9. D.D. (MIG) / Janta/SFS/Institutional, DDA
10. P.S. to Commr. (H)
11. Guard File.





No.K-20014/3/88-VA/DD IIA

भारत सरकार

Government of India

शहरी विकास और गरीबी उन्मूलन मंत्रालय  
Ministry of Urban Development & Poverty Alleviation  
(दिल्ली प्रभाग/Delhi Division)

File No. 36-6-11  
Date

शहरी विकास (वापस)  
शहरी सं. 21924  
दिनांक 3/7

Nirman Bhawan, New Delhi-110 011.  
Dated the 19<sup>th</sup> June, 2000.

To

The Vice-Chairman,  
Delhi Development Authority,  
Vikas Sadan,  
INA Colony,  
New Delhi - 110 023.

20 SIC  
20/6/00

Subject: Out-of-turn allotment of DDA flats.

Sir,

I am directed to state that detailed instructions governing out-of-turn allotment of DDA flats were issued vide this Ministry's letter of even number dated the 17<sup>th</sup> January, 1997. Under these guidelines, 2.5% of DDA flats were earmarked for allotment to certain categories like physically handicapped, war widows of soldiers of Delhi domicile, dependents of persons who lose their lives as a result of terrorist activities, recipients of various awards/medals and other deserving persons who had rendered distinguished service to the nation. It has been our experience that a large number of applications are received under these categories and all sorts of claims for out-of-turn allotments are made. These guidelines, in fact, are in violation of the spirit behind the Scheme of Large-scale Acquisition and Disposal of Land and the Scheme for construction of flats for Low Income and Middle Income Groups.

They like  
to kindly see

all  
26/6

2. After taking the aforesaid facts into consideration, the Government have decided to abolish the quota altogether for the said categories. Now, only widows of Government Servants who died in harness or widows of those killed by terrorists and where the family needs to stay in Delhi due to reasons of employment/education, etc. would be eligible for out-of-turn allotment of DDA flats provided: -

Before my action is taken in this VC may put up a note in the previous practice and the precise difference that this letter will make.

- i) she or her dependent children are not eligible for allotment/regularisation of Govt. accommodation consequent upon the death of her husband;
- ii) in the case of Government official, the death should have occurred while the official was posted in Delhi; and
- iii) no member of the family should own a house or plot in Delhi or in the NCR.

10/7  
VC

29/6/00

Put up immediately  
3/7

# 2 #

3. Not more than 1% DDA's flats in Janta/LIG/MIG Category would be earmarked for allotment under this category during each year. It has also been decided to abolish the Empowered Committee that was constituted for consideration of out-of-turn allotment cases for various categories. As a substitute for the Committee, VC, DDA may recommend suitable cases on merits limited only to the above-mentioned guidelines to this Ministry for formal approval. Apart from the above, any other non-registered category should not be entertained at all.

Yours faithfully,

(Dr. Nivedita P. Haran)  
Director (DD)  
Tel.: 301 9028

Copy for information and necessary action to the:

- 1. PS to UDM/PS to MOS(UD)
- ✓ 2. Secretary to LG, Govt. of NCT of Delhi, Raj Niwas, Delhi.
- 3. Commissioner (Housing), Delhi Development Authority, Vikas Sadan, INA Colony, New Delhi - 110 023.
- 4. Sr. PPS to Secy.(UD)/PS to JS(UD)/PS to Director (DD)

*Nivedita P. Haran*  
(Dr. Nivedita P. Haran)  
Director (DD)

DELHI DEVELOPMENT AUTHORITY  
SELF FINANCING SCHEME (HOUSING)

NO:PS/Mr.(h)-I/Dir/2003/1136

Dated 27-11-03

OFFICE ORDER

Sub: Revalidation of the possession letters.

Office order No.F.2(10)/2001/Commn.(H) dated 29.4.2002 lays down that Jr. Engineer at the site office will revalidate the possession letters upto 12 months from the date of issue of possession letters, after charging the watch and ward charges beyond 3 months upto 12 months, as per the policy and no restoration charges will be taken for delay upto one year.

Further, in case of delay of more than 12 months the cases are to be referred to the Housing Department and in those cases, restoration charges will also be taken in addition to watch and ward charges, if restoration is done by the competent authority. Allotment will be cancelled if the delay is more than 3 years. In case even if restoration is done beyond 3 years by the competent authority, the flat would be handed over to the allottee as it is and no repair would be undertaken before handing over.

Presently all such cases of delay beyond one year are restored/regularised at the level of the Vice Chairman DDA.

As ordered by the Vice Chairman in file No.F.112(12)/97/SFS/SE/II and by virtue of the powers delegated by the Vice Chairman vide order No.PS/VC/DDA/03/235-N dated 24.6.2003 the powers for revalidation/restoration of possession letter will henceforth be exercised by Principal Commissioner.

( R.K. SINGH )  
Commissioner (Housing)

Copy to:

1. C.S.D. to V.C.
2. Finance Member
3. Engineer Member
4. All Principal Commissioner
5. All Chief Engineers
6. Director (H)-I DDA.
7. Director (H)-II DDA.
8. Director (Enforcement)
9. F.A.(H)
10. Dy. Director (SFS)/MIG/LIG/EHS/Janta
11. Sr. L.O. (Housing)
12. All Asstt. Directors of Housing Deptt.
13. P.S. to Commr.(H)
14. Counselors (Housing)

Item No.  
46/2001

Sub: Cost principle to be applied in cases of restoration.  
P.16(70)/96/HC/Legal.

**PRECIS**

As per the present policy of DDA enunciated vide our office order dated 31/3/99, if the allocated/allotted flat in South Delhi is restored, the price of the flat would be "old cost plus interest or current cost, whichever is higher". This clause will be applicable in cases for which demanded amount is received after 22.8.96 and delay is regularised. In other cases of all categories of flats, the restoration shall be at old cost plus interest. Accordingly, once the cancelled allotment is restored, apart from restoration charges, we charge the cost of the flat on the above principle.

However, due to the above principle, we have found so many cases where even for delay of two days, the allottee has to pay the current cost for South Delhi Area and in certain other cases old cost plus interest sometimes exceeds the current cost by a substantial amount. We come across cases where the fault was of the DDA like abnormal delay in opening the mutation in cases of death of the original allottees, wrong addresses on the demand letters, double allotment etc., where a long time has been taken to finalise the matter and due to that the old cost plus interest has substantially exceeded the current cost. Once we ask for this higher price, the allottees agitate before the various authorities of the DDA and many of them have also gone to courts and invariably we have been forced to reduce the final cost.

Furthermore, also keeping in mind the opportunity cost of the flat, the above decision has to be reviewed. If the money due from the allottee is not deposited in time and cancellation takes place because of this reason, then if we allot the flat to some other person at best we can take the current cost of the flat. Thus, charging any cost beyond the current cost does not seem very justifiable.

We have restricted our restoration policy to one year except in those cases where delay is due to the fault of the DDA, such cases can only be regularised at the level of Vice-Chairman, DDA. Therefore, due to this restricted policy, it is unlikely that in many cases of restoration old cost plus interest will exceed the current cost in future. Once we allow restoration upto one year then DDA may confine to charge the restoration charges along with old cost plus penal interest. Since only those cases, where it is established that DDA was at fault, will be considered for restoration having a delay of more than one year, there is no justification asking from the allottee any amount more than the current cost. Looking to that it is proposed that now the principle for charging the cost in cases of restoration may be amended to "old cost plus interest or current cost, whichever is lower."

PROPOSAL

It is proposed that in cases of restoration of allotment, in supersession of previous orders, henceforth, the cost of the flat would be calculated on the basis of "old cost plus interest or current cost, whichever is lower." This would come into effect from the date of approval given by the Authority and no settled cases would be reopened.

~ ~ ~ ~ ~

Proposals contained in the agenda item were approved by the Authority, subject to the following stipulations:

- (1) These decisions shall apply only to the future cases of restoration where DDA is at fault.

(ii) Commissioner (Housing) shall be competent to approve restoration for delays in payment up to one year.

(iii) No restoration shall be normally allowed where delays are beyond one year. However, the Vice Chairman shall be competent to approve restorations for delays up to three years, in deserving cases.

(iv) Restorations beyond three years can be permitted only in extremely deserving cases by the Vice Chairman, with the prior approval of the Chairman.

Attache  
[Signature]  
17/12/22  
Asst. Director  
M.S. S. S. S.

**DELHI DEVELOPMENT AUTHORITY  
HOUSING DEPT.**

Item No. 29/2005

**Subject: Policy for Restoration of cancelled DDA flats.**

**REF: File No.F2(10)2001/N&C/**

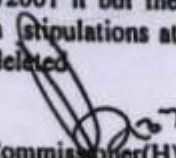
The Authority vide its resolution No. 46/2001 (Appendix - A) has resolved as under: L. 65 t  
66)

- (i) These decisions shall apply only to the future cases of restoration where DDA is at fault.
- (ii) Commissioner(H) shall be competent to approve restoration for delay in payment upto one year.
- (iii) No restoration shall be normally allowed where delays are beyond one year. However, the Vice-Chairman, DDA shall be competent to approve restorations for delays upto 3 years, in deserving cases.
- (iv) Restoration beyond three years can be permitted only in extremely deserving cases by the Vice-Chairman with the prior approval of Chairman.

It has been observed that as per above stipulation (i), restoration is to be done where DDA is at fault which shows that where the allottee is at fault, no restoration is allowed. This is contrary to the stipulations mentioned at Sl. No. (ii to iv) of the said resolution as the Vice-Chairman and the Chairman, DDA are the only Competent Authority in deserving/extremely deserving cases. In the cases where DDA is at fault, then DDA has to restore the allotment of flats and in the cases where allottees are at fault, those can be considered under the category of deserving/extremely deserving cases. As such, the matter needs reconsideration by the Authority.

**PROPOSAL:**

It is proposed that so far as the competency and period is concerned, there is no need to reconsider the Authority Resolution No.46/2001 it but the stipulation (i) in it needs to be deleted to be in conformity with stipulations at Sl.No. (ii to iv). The expression 'where DDA is at fault' is to be deleted.

  
Commissioner(H)

**RESOLUTION**

Proposals contained in the agenda item were approved by the Authority.

2. In cases, where such an intimation has been made but the allottee has not approached the DDA within a period of four years from the date of allotment, the allottee shall be considered for allotment of flat at the old cost prevalent at the time of original allotment + 12% simple interest w.e.f. the date of original allotment till the date of issue of fresh Demand-cum-Allotment Letter.

The same principle will be applicable in the cases of missing priority cases.


Commissioner (Housing) shall be the Competent Authority in all such cases.

This issues with the approval of Vice Chairman, DDA.

*(Asma Manzar)*  
*Commissioner(Housing)*

Copy to:-

1. Vice Chairman
2. Finance Member
3. Principal Commissioner
4. Chief Vigilance Officer
5. Pr. Commr-cum-Secy.
6. Chief Legal Advisor
7. Financial Advisor(Housing)
8. Director(H)-I&II
9. All Deputy Directors(Housing)
10. All Accounts Officers (Housing)
11. Guard file
12. SLO(H)

  
*Commissioner(Housing)*

**DELHI DEVELOPMENT AUTHORITY  
HOUSING DEPARTMENT**

Wrong Address  
Change of Address  
Policy

No. F.2(10)/2002/Coord.)H/ 49

Dated 25/2/05

**OFFICE ORDER**

The Delhi High Court vide its order dated 16.12.2004, in W.P.(C) No. 19095/2004 and in other 15 Writ Petitions, has decided issues relating to issuance of demand letter at wrong address and missing priority cases of DDA flats. In view of the directions/ orders of the High Court. Office Order No. F.2 (10)/ 2002 /Coord. (H)/148, dated 21.11.2002 is hereby amended as under:-

1. In cases, wherein ~~change of address~~ was intimated by the registrant but erroneously not recorded by DDA and thereby demand letters were sent at wrong/ old address and the allottee approaches DDA within a period of four years from the date of allotment, he/ she shall be allotted flat at the old cost, prevalent at the time when the priority of allottee matured and the allotment letter issued, and ~~no interest will be charged~~. The allotment will be made at old cost subject to following:-

- (a.) He should approach DDA within a period four years from the date of issue of demand letter at the wrong address.
- (b.) He should have proof of having submitted a request for change of address to DDA duly signed by the allottee himself/ herself i.e. proof of receipt at DDA Counter.
- (c.) He should have documentary proof of change of address viz. Ration Card/ Election Card/ Identity Card/ Passport Etc. (Duly attested by the Gazetted Officer).

Contd.....



DELHI DEVELOPMENT AUTHORITY  
HOUSING DEPTT.

No. F2(10)2001/N&C(H) | 67.

Dated: 14/3/05

ORDER

As per order No.F2(10)2001/N&C(H) dated 20.7.2001, in those cases of delay where amount is deposited by the allottee in time but relevant required documents alongwith third copy of challan are not submitted within the stipulated time, the powers for restorations/regularization of delay with different schedule of period vests with the different officers of the Authority subject to payment of restoration & other usual charges etc. As per Authority's Resolution No.46/2001, the powers for restoration vests with the Commissioner (H), Vice-Chairman, DDA and the Chairman, DDA in the cases where DDA is at fault and in the cases of delayed payments.

Taking into consideration the Authority's Resolution referred above, now it has been decided that in the cases where the demanded amount is received in DDA in time and cancellation was done merely on non-submission of relevant required documents alongwith third copy of challan, there is no need to refer the cases for restoration where delay is more than one year to the Vice-Chairman/Chairman, DDA. Now the powers for restoration/regularization of delay in period subject to restoration and other usual charges etc. is as under:

Commissioner (H)	Upto one year
Pr. Commissioner, DDA	More than one year.

This issues with the approval of Vice Chairman, DDA

  
(ASMA MANZAR)  
COMMISSIONER (H)

Copy to:

1. OSD to Vice-Chairman, DDA
2. OSD to Finance Member, DDA
3. Director(H)I
4. Director(H)II
5. F.A.(H)
6. Dy. Director (MIG)
7. Dy. Director (LIG)
8. Sr. Law Officer (H)
9. P.S. to Pr. Commr.-cum-Secretary, DDA
10. P.S. to Commissioner(H)
11. P.S. to C.V.O.
12. P.S. to CLA

EHS  
Janta

F9(85)83/Pt-

**DELHI DEVELOPMENT AUTHORITY  
LEASE ADMN. BRANCH (HOUSING)**

No.F.43(327)85/SFS/LAB(H)/DDA/144

Dated: 22 June 2005

**CIRCULAR**


It has been decided that after conversion of flat from lease hold to free hold and on execution and registration of Conveyance Deed, the request of the allottee/purchaser for issue of certified copies of documents i.e. demand-cum-allotment letter, possession letter, NOC to electric and water connection and challan(s) of payment of cost of flat etc. shall not be entertained.

This issue with the approval of Commissioner(Housing)

(O.P. Gupta)  
Dy..Director(LAB)H

Copy to:-

1. P.S. to Commissioner(Housing)DDA.
2. Director(H)I.
3. Director(H)II
4. All Asstt.Directors(LAB)Housing)
5. All Dealing Assistants(LAB)Housing.
6. Guard File

  
Dy.Director(LAB)H.

**DELHI DEVELOPMENT AUTHORITY**  
**HOUSING DEPARTMENT**

No. F2(10)2002/N&C(H)/Pl./22

Dated: 13<sup>2</sup>/<sub>06</sub>

**OFFICE ORDER**

In compliance of the Delhi High Court Judgment dated 8.11.2005 in W.P.(C) No. 14575/2004, Para 2 of the office order No. F2(10)2002/Coordn./H/49 dated 25.2.2005 is amended to read as under:

In case, where such intimation has been made but the allottee has not approached the DDA within a period of four years from the date of allotment, the allottee shall be considered for allotment of flat at the old cost prevalent at the time of original allotment + 12% simple interest with effect from the date of original allotment till the date of issue of fresh Demand-cum-Allotment letter or the current cost prevailing at the time of issue of fresh Demand-cum-Allotment letter whichever is lower.

2. The principle of costing for missing address contained in office order of even number dated 25.2.2005 as amended above will be equally applicable in the case of missing priority cases. Consequently, Circular No. F9(7170)79/MIG/226 dated 3.12.2004 on missing priority gets superseded.

Commissioner (Housing) shall be the competent authority in all such cases.

This issues with the approval of Vice-Chairman, DDA



(ASMA MANZAR)  
COMMISSIONER(HOUSING)

Copy to:

1. Vice-Chairman.
2. Finance Member.
3. Principal Commissioner
4. Chief Vigilance Officer.
5. Pr. Commr. -cum- Secretary
6. Chief Legal Advisor.
7. Financial Advisor(H).
8. Director(Housing) I&II.
9. All Deputy Directors(Housing).
10. All Accounts Officers(Housing)
11. Sr. Law Officer(II).
12. Guard File

↓  
COMMISSIONER(HOUSING)

DELHI DEVELOPMENT AUTHORITY  
HOUSING DEPARTMENT

No.F.2(10)03(N&C(H)) 114

Dated: 6/6/06

CIRCULAR

In supersession of office order Nos.F.2(10)03/N&C(H)/191 dated 28/5/2003 and F.2(10)01/N&C(H)/65 dt. 14.3.2005, it has been decided that the principle of costing as laid down in the office orders No.F.2(10)02/Coord(H)/49 dt. 25.2.2005 with its amendment vide office order No.F.2(10)02/N&C(H)/Pt./22 dt. 13.2.2006 applicable in the cases of missing priority and change of address will also be applicable in the cases of the registrants of NPRS-79 (LIG/MIG), who had opted for Awas Sakar Yojna but had not been identified as members of the society. These registrants would continue to remain members of the NPRS-79 and would be entitled to the allotment on the prevailing rates at that time, when they were entitled for allotment according to their priority number, if the registrant has approached DDA within a period 4 years. In the cases, where registrant has not approached DDA within a period of 4 years, the registrants shall be considered for allotment of a flat at the old cost prevalent at the time when he/she was entitled for allotment + 12% simple interest till the date of issue of fresh Demand-cum-Allotment letter or the current cost prevailing at the time of issue of fresh Demand-cum-Allotment letter whichever is lower.

This issues with the approval of Vice-Chairman, DDA.

(ASMA MANZAR)  
COMMISSIONER (H)

1. Vice-Chairman.
2. Finance Member
3. Principal Commissioner
4. Chief Vigilance Officer
5. Pr. Commr.-cum-Secretary
6. Chief Legal Advisor
7. Financial Advisor(H)
8. Director(H) I & II
9. All Deputy Directors(H)
10. All Accounts Officers(H)
11. Sr. Law Officer(H)
12. Guard file.

COMMISSIONER(H)

197/114/06

Please send a copy to all AAs

A. 1/6/06  
D.A. CHARGE

Sh. Meenakshi

**DELHI DEVELOPMENT AUTHORITY  
HOUSING DEPARTMENT**

**F.2(10)2004/N&C(H)/Part-II/235 Dated the 17<sup>th</sup> October, 2008**

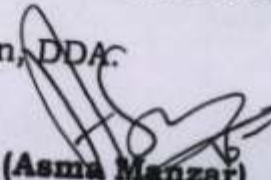
**CIRCULAR**

**Sub: Charges for issue of duplicate certified copy of the documents**

In supersession of all previous orders issued on the subject, it has been decided that, DDA will charge Rs.75/- (Rupees seventy five only) for issue of duplicate certified copy of any documents on the request of the allottees. So far as charging of Rs.2/- (Rupees two only) under RTI Act-2005 is concerned, the same may be continued but by affixing a stamp on the paper that **"only for RTI purposes"**.

This decision will be applicable in all the Departments of the DDA.

This issues with the approval of Vice Chairman, DDA.

  
**(Asma Manzar)**  
**Commissioner(Housing)**

1. OSD to V.C
2. OSD to F.M
3. PS to Pr.Commr(CWG)
4. PS to Pr.Commissioner
5. PS to Pr.Commr-cum-Secy.
6. Chief Vigilance Officer
7. Commissioner(LD)
8. Commissioner(Plg.)
9. Chief Architect
10. Commissioner(LM)
11. Commissioner(P)
12. Chief Legal Advisor
13. Director(H)I & II
14. Director(Lands)
15. Director(RL)
16. Director(Sports)
17. Director(System)
18. E.O.II to E.M

**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF COMMISSIONER (HOUSING)**

No.F.2(10)/2004/N&C/Pt.2/257

Dated the 14-9-99

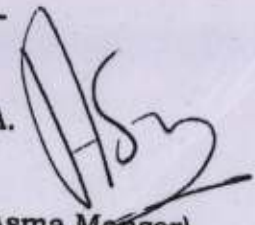
**OFFICE ORDER**

In partial modification of Office Order no.F.2(10)/Circular/N&C(H)-2001/350 dated 6/7.12.01 regarding simplification of procedure and delegation of powers for disposal of conversion cases, it has been decided that in order to mitigate the public grievances and also to expedite the disposal of cases speedily, the existing procedure is being further liberalized. As per the said circular, **"Pre-Possession Payment need not be verified where possession has been given upto 31.12.1995 and it will apply to all cases including Cash down allotments, SFS, initial deposit of Hire Purchase allottees"**. But the said circular is silent regarding the cases where copies of challans are neither available with the purchaser nor with the department.

Now, it has been decided that, in such cases an Indemnity Bond from the applicant will be taken indemnifying that he will be responsible for any loss caused to the DDA on this account and that he will also furnish a non availability bank certificate from the concerned bank. Further, to accept the Indemnity Bond in Pre possession cases, the powers are delegated as under:-

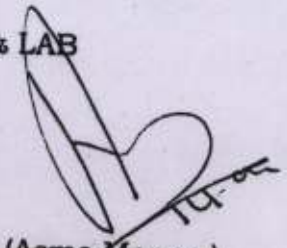
Dy. Director(Housing)	-	Upto Rs.50,000/-
Director (Housing)	-	Upto Rs.1,00,000/-
Commissioner(Housing)	-	Full powers

This issues with the approval of Vice Chairman, DDA.

  
(Asma Manzar)  
Commissioner(Housing)

Copy to:-

1. OSD to V.C
2. OSD to F.M
3. CLA, DDA.
4. CVO, DDA
5. F.A.(H), DDA
6. Director(H)I&II
7. PS to Pr.Commissioner, DDA
8. PS to Pr.Commissioner-cum-Secy, DDA
9. Dy. Director(H), Janta, EHS, LIG, MIG, HIG, SFS & LAB
10. SLO(H), DDA
11. PS to Commissioner(H)

  
(Asma Manzar)  
Commissioner(Housing)

DELHI DEVELOPMENT AUTHORITY  
HOUSING DEPARTMENT(COORDN.)

F.2(10)/2004/N&C(H)/Pt.III/298

Dated: 29.10.09.

CIRCULAR

It has been observed that there are a few cases in Housing Department wherein flats were sold prior to possession or execution of conveyance deed. In such cases, persons other than original allottees are approaching DDA for handing over possession or execution of conveyance deed in their favour on the basis of receipt of Biyana or Agreement to Sell/GPA whereas the original allottees are denying any such transaction and are requesting for issue of possession letter or execution of conveyance deed in their favour.

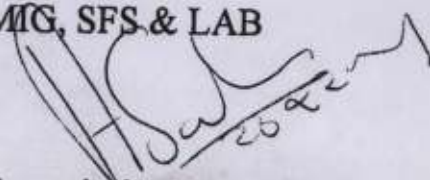
It has been decided by the competent authority that DDA will entertain only original allottees for possession or execution of conveyance deed and for all other purposes. Any discrepancy or dispute raised by purchaser will not be entertained by DDA as DDA is not a forum for settling such title disputes. Such complainants can be advised to settle such disputes amongst themselves or through court of law. All terms and conditions under DDA(Management & Disposal of Housing Estates) Regulations 1968 and Freehold Policy in the case of Cash Down and Hire Purchase allotment as the case may be, will remain the same.

This issues with the approval of Vice- Chairman, DDA.

(Asma Manzar)  
Commissioner(Housing)

Copy to:-

1. OSD to Vice- Chairman
2. OSD to Finance Member
3. Chief Legal Advisor
4. Chief Vigilance Officer
5. Financial Advisor(Housing)
6. Director(H)-I & II
7. PS to Pr. Commissioner
8. PS to Pr. Commr-cum-Secy.
9. Dy. CLA(Housing)
10. Dy. Director(H) Janta, EHS, LIG, MIG, SFS & LAB
11. SLO(Housing)
12. PS to Commissioner(Housing)

  
Commissioner(Housing)