

Reference Office Note on pre-page Director (Nazarat) has proposed revised monetary ceiling for purchase/reimbursement of briefcase/official bags/ladies purse in r/o various categories of officers/officials of DDA for obtaining approval of competent authority.

Previously the financial limits for reimbursement for the purpose was fixed vide FM's approval orders dated 09.04.2010 at P-14/N. The said revision of financial limits was in consonance with the MoUD's circular dated 16.03.2007(P-1/Cor.).

Now, the Ministry of Personnel, Public Grievances and Pensions, Deptt. of Personnel & Training, Govt. of India, vide O.M. No. D-21013/4/2012-Ad.II dated 15.05.2012 has conveyed the revised monetary ceiling for purchase/reimbursement of briefcase/official bags/ladies purse which has been made effective from 01.04.2012. Based on above DoPT's OM dated 15.05.2012, Nazarat branch has proposed the following enhanced financial limits for reimbursement of briefcase/official bags/ladies purse in r/o eligible categories of officers/officials of DDA:-

P-120/Cor.

S.No.	Officers/officials	Existing limit	Proposed ceiling
1.	V.C./F.M./E.M.	Rs.5500/-	Rs.8000/-
2.	PCs, BEOs , CVO, CEs, C.A./ Commr.(Plg.) & equivalent	Rs.4500/-	Rs.6500/-
3.	Commrs., CAO, Directors, Dy.CLA, SEs, Sr.Arch., FA(H), Director(Fin.) & equivalent	Rs.3400/-	Rs.5000/-
4.	DDs, Dy.CAOs, Dy.Secy., EEs, SLOs, Sr.RO, Arch. & equivalent	Rs.2400/-	Rs.4000/-
5.	AO/Sr.AO, AAOs, Asst. ROs, JLOs, AE, Tehsildar, PS & equivalent	Rs.1400/- (As per order at P-1/C & Rs.2400/- as per current OM at P-120/C)	Rs.4000/- —
	Naib Tehsildar, JEs, LA, Research Asstt., F.I., AFI & equivalent	Rs.650/-	Rs.3500/-
	Assistant/PA & equivalent		Rs.3500/-

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In view of the above, the matter may be placed before FM, DDA for his kind approval to the proposed revised ^{monetary} ceiling for purchase/reimbursement of briefcase/official bags/ladies purse.

Submitted please.

Gaipal
25/07/13

A.A.O.(F&E)

A.O.(F&E)

C.A.O.

E.M.

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Delhi Development Authority
(Nazarat Branch)

No. F.5(72)2015/Naz.

Dated: 13.02.2019

Sub: Norms for providing office furniture to the staff of the Authority-
recommendations thereof by the Committee.

The Nazarat Branch, Delhi Development Authority has been receiving number of requests from different officers/Wings of the Authority for providing additional furniture, television, refrigerator, etc. and also replacement of the existing furniture. In the absence of appropriate orders about entitlement, eligibility, size, quality of the office furniture and other articles, Nazarat Branch has been finding it difficult to procure and provide the same.

2. For re-visiting the whole issue and re-examining the entitlements, eligibility, quality and quantum of the expenditure to be incurred, etc., Vice-Chairman, DDA vide order No. F5(72)2015/Naz./DDA/743 dated 17.12.2018 has constituted a Committee consisting of the following:-

- | | |
|---|--------------------|
| (i) Director (Naz.)-I | - Chairman |
| (ii) Director (Personnel)-II | - Member |
| (iii) Sh. A.K. Handa, Dy. CAO
(To be nominated by CAO) | - Member |
| (iv) Sh. H.K. Dhirra, CE(QAC)
(To be nominated by CE(QAC)) | - Member |
| (v) Dy. Director (Naz.) | - Member Secretary |

3. The said Committee met on 03.01.2019, 09.01.2019, 18.01.2019 and 31.01.2019. Dy. Director (Nazarat) - Member Secretary of the Committee explained the issue to the Committee and also handed over copies of the earlier orders dated 16.11.1998 and the recommendations dated 25.05.2009 by the three member's Committee consisting of Dy. Director (P-I / III, Dy. CAO (HQ)-I and Director (Nazarat). These orders and the recommendations mainly contain the entitlement, type of furniture, tentative expenditure to be incurred on each item, etc.

Recommendations

4. The members of the Committee have gone through these Office Orders and the recommendations and also compared rates of each items presently available on GeM Portal; as brought out before the Committee by the Nazarat Branch. While making recommendations,

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the Committee has also taken into account the Grade Pay of the officers. After due deliberations, the Committee has re-commended/proposed the minimum office furniture required to run an office, as per details given below :-

- (a) Vice-Chairman, Finance Member, Engineer Member - Items / quantity as per requirement.
- (b) Principal Commissioner, CVO, Commissioner (Planning), Chief Engineer, Chief Architect.

S. No.	Item	Qty.	Existing Rates (As per 03 members Committee's recommendation dated 25.05.2009)	Proposed Rate (based on rates as of 31.01.19 Shown on GeM Portal)
1.	2.	3.	4.	5.
1.	Table (Superior make) size 8'x4' with wooden side rack.	01	Rs.55,000/-	Rs. 80,000/-
2.	Office cushioned Revolving Chair with arm, high back (Superior make)	01	Rs.10,000/-	Rs.15,000 /-
3.	Revolving Visitor Chair (low back) cushioned	08	Rs.5000/- each	Rs. 14,000/- each
4.	Steel almirah (small)	01	Rs.6000/-	Rs.8,000 /-
5.	Sofa (8 seater)	01	Rs.27000/-	Rs. 60,000/-
6.	Centre Table	02	Rs.6000/- each	Rs. 10,000/- each
7.	Book Shelf	01	Rs.7000/-	Rs. 15,000/-
8.	Colour T.V.	01	Rs.10,000/-	Rs. 30,000/-
9.	Refrigerator 185 ltr.	01	Rs.10,000/-	Rs. 12,000/-
10.	File Cabinet	01	Rs. 8000/-	Rs. 18,000/-

- (c) Commissioner, CLA, CAO, Addl. Commr.(Pig.), Addl. CLA, Addl. CA, Addl. Commr.(LS)

1.	2.	3.	4.	5.
1.	Table (Superior make) size 8'x4' with wooden side rack.	01	Rs.55,000/-	Rs. 70,000/-
2.	Office cushioned Revolving chair with arm, high back (Superior make)	01	Rs.10,000/-	Rs.13,000 /-
3.	Revolving Visitor Chair (low back) cushioned	08	Rs.5000/- each	Rs. 12,000/- each
4.	Steel almirah (small)	01	Rs.6000/-	Rs.8,000 /-
5.	Sofa (5 seater)	01	Rs.27000/-	Rs. 50,000/-
6.	Centre Table	01	Rs.6000/-	Rs. 10,000/-
7.	Book Shelf	01	Rs.7000/-	Rs. 13,000/-
8.	Colour T.V.	01	Rs.10,000/-	Rs. 28,000/-
9.	Refrigerator 185 ltr.	01	Rs.10,000/-	Rs. 12,000/-
10.	File Cabinet	01	Rs. 8000/-	Rs. 16,000/-

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- (d) Director(Plg.), Directors, Supdt. Engineers, Sr. Architect, Dy. CLA and equivalents-

1.	2.	3.	4.	5.
1	Table (Superior make) with wooden side rack of size 7'x3'x2' ^{1/2}	01	Rs.32,000/-	Rs. 50,000/-
2	Officer cushioned revolving chairs with arms (superior make)	01	Rs.6000/-	Rs. 12,000/-
3	Visitors cushioned chairs with arms	06	Rs.4000/- each	Rs. 7,000/- each
4	Book Shelf	01	Rs.7000/-	Rs. 10,000/-
5	Steel Almirah (Small)	01	Rs.6000/-	Rs. 8,000/-
6	Sofa	01	Rs.17000/-	Rs.40,000/-
7	Centre table	01	Rs.4000/-	Rs.9,000/-
8	Colour T.V.	01	Rs.8500/-	Rs. 20,000/-
9	Refrigerator	01	Rs.8500/-	Rs.11,000/-

- (e) Jt. Directors, Dy. Directors, Dy. FA(H), Jt. FA(H), Dy. CAO, Jt. Director(Plg.), Executive Engineer, Sr. Law Officer and equivalent.

1.	2.	3.	4.	5.
1.	Executive Table (size 6'x3'x2 1/2') with side-table	01	Rs.15000/-	Rs. 30,000/-
2.	Office cushioned Revolving chair with arm	01	Rs.4000/-	Rs. 10,000/- ✓
3.	Visitor armed cushioned Chair	06	Rs.1700/-each	Rs. 6,000/- each
4.	Sofa	01	Rs.15000/-	Rs. 25,000/-
5.	Centre Table	01	Rs.4000/-	Rs. 8,000/-
6.	Steel Almirah (Big)	01	Rs.5000/-	Rs. 10,000/-

- (f) Sr. A.O./A.O., Asstt. Directors/Asstt. Director(Plg.), Asstt. Director Architects, Asstt. Director (System), Private Secy., Asstt. Engineer and equivalent

1.	2.	3.	4.	5.
1.	Table (size 5'x3'x2 1/2')	01	Rs.6000/-	Rs. 20,000/-
2.	Revolving Chair with arms	01	Rs.3000/-	Rs. 8,000/- ✓
3.	Office Chair	03	Rs.500/- each	Rs. 5000/- each
4.	Steel Almirah(full size)	01	Rs.5000/-	Rs. 10,000/-

- (g) Junior Law Officer, PAs, Legal Asstt. AAOs, Plg. Asstt., Arch. Asstt, Plg.D/man and equivalent.

1.	2.	3.	4.	5.
1	Officer table (size 5'x3'x2 1/2')	01	Rs.6000/-	Rs. 12,000/-
2	Office chair (Ergonomic) with arms	02	Rs.500/- each	Rs. 5000/- each
3	Steel Almirah (big)	01	Rs.5000/-	Rs. 10,000/-

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(h) Asstt., UDC, LDC, Steno, JEs, Typist, Daftry & equivalent.

1.	2.	3.	4.	5.
1	Clerical / Computer Table (size 4'x2 1/2'x2 1/2')	01	Rs.4000/-	Rs. 10,000/-
2	Clerk chair with arm (office chair)	01	Rs.500/-	Rs. 4,500/-
3	Steel Almirah (Big)	As per requirement	Rs.5000/-	Rs. 10,000/-
4	Steel Rack (small)	As per requirement	Rs.1000/-	Rs. 4,000/-
5	Chair for Data Entry Operator /MTS	01	—	Rs. 2,500/-

5. After due deliberations, the Committee also gave the following recommendations:-

- Sizes of the items mentioned above are indicative only. The items, in any size, available within the proposed price limit (which including of taxes & other charges), can be choosed/procured.
- The prices, as proposed above, are indicative only Variation of rates by 10% may be considered, while making procurements/purchases.
- One Hot Case may also be provided in each Section/Branch.
- Transactions/Procurement be made through GeM Portal.

A.K. Handa
13.02.19
(A.K. Handa)
Dy. CAO (A/Cs.)

H.K. Dhingra
13/2/19
(H.K. Dhingra)
EE(QAC)-III

Pardeep Kumar Singh
13/2/19
(Pardeep Kumar Singh)
Director(Personnel)-II

Mrs. Neena Singh
13/2/19
(Mrs. Neena Singh)
Dy. Director(Nazarat)

R.K. Malhotra
13/2/2019
(R.K. Malhotra)
Director(Nazarat)-I

DELHI DEVELOPMENT AUTHORITY
(NAZARAT BRANCH)
4th floor, B-Block, INA, Vikas Gada

No.F1(Misc)2017/Naz/DDA/817

Date: 20-8-19

CIRCULAR

In continuation of Circular no. F.4(62)2017/Naz/DDA/113 dated 13.07.2017, the issue concerning reimbursement of mobile handset charges has been reviewed by the constituted committee. The circular dated 13.07.2017 is accordingly modified as follows:-

S.No.	Level of Officer entitled	Entitled Amount
1	2	3
i.	Vice Chairman	No limit
ii.	EM, FM, Pr. Commissioners & CVO	Upto Rs. 50,000/-
iii.	All Commissioners, C.A, All CEs, CAG & Chief Architect	Upto Rs. 25,000/-
iv.	All Directors, Addl. Commr. (P&G), Addl. Chief Architect, All SEs, FA(H) & equivalent	Upto Rs. 15,000/-

2. Further, the powers to sanction amount for purchase of mobile handsets have been delegated to the following officers:

- (a) For officers of the rank of commissioners & above Finance Member
- (b) For officers below the rank of Commissioners Commr-Cum-Secretary

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

(Neena Singh)
Dy. Director (Naz.)

Copy to:

1. Commissioner-cum OSD to VC, DDA
2. PS to EM & FM
3. PS to Pr. Commr. (I.D, L&M, Co-ordin. & Systems), (Housing, PMAY and Sports wing) and (Pers., Hort. & Landscape).
4. PS to CVO
5. All Commissioners
6. Commissioner-cum-Secretary
7. All Chief Engineers
8. Chief Architect
9. Chief Accounts Officer
10. Chief Legal Advisor
11. Addl. Commissioner (LS)
12. All Directors
13. Director (Land Costing)
14. Financial Advisor (Planning)
15. All Dy. CACs
16. All CAUs
17. Accounts Officer (Contingency)
18. Accounts Officer (Estt.) Gen.
19. Accounts Officer (Estt.) Housing
20. PAO (EW) (PE)

(Neena Singh)
Dy. Dir. (Naz.)

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DELHI DEVELOPMENT AUTHORITY
[Finance & Expenditure]

O.O. No. 13

Date: 30.04.2020

OFFICE ORDER

In partial modification to the Office Order No. 98 dated 27.12.2011, the competent authority has decided that the officers who have been provided the facilities of Cell Phone shall have the option to retain them after paying the revised depreciated cost in case of superannuation, resignation, voluntary retirement or reverting to their parent department.

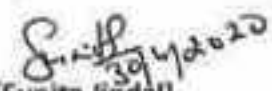
2. The revised depreciated cost shall be charged as per the following rates:-

a) Less than one year	-	40%
b) One year to two years	-	20%
c) Two years to three years	-	10%
d) More than three years	-	0%

3. The depreciated cost shall be calculated from the date of entitlement/date of joining DDA.

4. Officers on deputation to DDA will be allowed to retain their mobile phones on repatriation to Govt. of India. However, they would not be entitled to procure new mobile phones at their new place of posting till the depreciated cost of the mobile phone becomes 0%. After the depreciated cost of the mobile phone becomes 0%, the same can be retained by the officer and need not be returned to Nazarat Branch.

5. The other terms and conditions will remain unchanged.


[Sunita Jindal]
Dy. CAO (F&E)

No. FE.16 (35) 2009/DDA/PL.III/146

Dated: 30.04.2020

Copy to:-

1. OSD to VC, DDA;
2. PS to FM/EM, DDA;
3. All Pr. Commissioners/CVO/CLA, DDA;
4. All Commissioners/Commissioner-cum-Secretary, DDA;
5. All Chief Engineers/Chief Architect/Addl. Commissioner (LS), DDA;
6. FA(H)/Director(LC)/Director(IA)/Director(Finance)
7. Director(Nazarat)/Director(System)/Director(Works)/Director(P);
8. Dy. CAO (HQ)-I, II & III/Dy. CAO(Budget)/All Zonal Dy. CAOs;
9. Hindi Officer for Hindi Version;
10. All DDOs;
11. Guard File.

Dy. CAO (F&E)



**DELHI DEVELOPMENT AUTHORITY
NAZARAT BRANCH, New Delhi**

Name of the Branch

Staff Strength.....

Excluding Class-IV

**Stationary clerk may please issue the following stationary items for the month
of**

S.No	Item	Quantity
1.	Ball pen ordinary (Blue/Red)	
2.	Basta cloth	
3.	Cello tape	
4.	Duster	
5.	Dak pad	
6.	Envelop 9" x 4" white	
7.	Envelop 9" x 4" white (window)	
8.	Envelope 16" X 6" craft	
9.	Envelope 16" X 12" craft	
10.	File Board	
11.	Gel Pen	
12.	Gum bottle	
13.	Glass tumbler	
14.	Gum tape (Khaki)	
15.	Water Jug (Plastic)	
16.	Pencil short hand	
17.	Shorthand Note Book	
18.	Register 2 Qr.	
19.	Register 4 Qr.	

20.	Register 4 Qr. TR	
21.	Dispatch Register	
22.	Diary Register	
23.	Register 6 Qr. R/B	
24.	Register 10 Qr. R/B	
25.	Rubber band	
26.	Stamp pad	
27.	Stapler 10D(small)	
28.	Stapler Pin(Small)10D	
29.	Tag Cotton	
30.	Waste Paper (Basket)	
31.	Yellow Envelop	
32.	Slip pad	
33.	File Cover	

Certified that the stationery taken in the previous month has been consumed.

Asstt. Director (Naz)

Signature of the Branch Officer with Seal

Name:-

Designation:-

Section:-

Tel. Extension No:-

Note: Stationary items will be distributed from 11:00 AM to 1:00PM from date 11th to 25th of every month.

Delhi Development Authority
(Nazarat Branch)
REQUISITION OF PAPER FOR ZEROX / PHOTOCOPIER / COMPUTER

Note: Timing of Distribution from 11:00 AM to 1:00PM.

Date

Name of Branch/Deptt.

Photocopier / Zerox Machine No.

Computer No.

Type of papers Full Scape(Legal)/A-4/A-3

Sr. No.	Size of paper	Type of paper	No. of Rims issued
1	A-4	Computer Paper/ Photocopier paper	
2	Full Scape(Legal)	Computer Paper/ Photocopier paper	
3	A-3	Photocopier Paper/ Photocopier paper	

Certified that proper account of papers issued is being maintained by this office and this office has a copier machine / computer/ for which the paper is requisitioned.

Attested Signature of officials
Authorized to received

Name:

Designation

Signature of intending officer

Name:

Designation:

Intercom No.

Note:

- ◆ Requisition from Sr. P.S./DD & above only be entertained for issue by Nazarat Branch.
- ◆ Name of official Authorized to receive be clearly mentioned and signature be attested by the indenting Officer.
- ◆ This indent should be filled only for photocopy/computer papers and by the officer to whom the photocopier machine / computer is issued.

**DELHI DEVELOPMENT AUTHORITY
(NAZARAT BRANCH)
Requisition of Consumable Items for Computer**

1. Name of Branch/ Department.
2. Printer No.
3. Particulars of Items required.
4. Required quantity.
5. Date of issue of previous cartridge.

CERTIFICATE BY THE BRANCH OFFICER

Certified that the cartridge has been used only for official work and proper account of required item is being maintained by this office and cartridge earlier issued has been used/consumed. Please issue the cartridge as mentioned in column No. 3 and 4 above.

**Name and Signature of Branch
Officer with Stamp**

Name of official authorized to receive the cartridge.

Attested Signature of Official
Authorized to receive by the Branch Officer with Name & Designation.

Note: Timing of Distribution from 11:00 AM to 1:00PM.

**DELHI DEVELOPMENT AUTHORITY
PROFORMA FOR REQUISITION OF FURNITURE/FURNISHING**

Officer or Section Demanding with complete address & Ph. No.	Required as per norms (Article)	Available at present	Purchases to be made	Whether old on account item can used or replacement with repair or fresh item same required whereas.	In case of Almiras, Cup Boards it may be certified that present ones are fully utilized <u> </u> only <u> </u> current reference /records. It may also be maintained whether racks upto roof/ceiling levels will be sufficient.	Certificata 1.The requisition furniture minimum actually required. 2.The furniture processed for replacement more than 10 yrs. Old and has lived life span and is beyond required

It is certified that the requirement of the above mentioned items have been received & are justified for immediate purchase.

Director(Nazarat)
D.D.A., New Delhi

Signature
Designation
(Head of Deptt. With seal)

Signature
Name
Designation
(with seal)