



दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY  
कार्मिक शाखा-1 /PERSONNEL BRANCH-I  
कमरा नं. 311, बी ब्लॉक, विकास सदन, आई.एन.ए.नई दिल्ली-110023  
ROOM NO.311, B-BLOCK, VIKAS SADAN, INA, NEW DELHI-110023.

**Circular**

No. F7(134)2021/PB-I/ 3332

Dated: 19/11/25

The Sub-Committee constituted to review the touring requirements of various posts for the purpose of granting FCA/FTA/MCA allowances was convened on 08.10.2025. The Committee decided that objections from stakeholders can be called for after examination by their Heads of Departments (HoDs) or through Director or above rank officer regarding the addition or deletion of a post, or changing the touring category in F&E Circular No. 29/2018 and its subsequent corrigendum circulars dated 17.01.2019 and 28.02.2024 (copy enclosed).

Therefore, all stakeholders are requested to submit their representations regarding the aforementioned circulars (if any) to their respective HoDs or through Director or above rank officer by 05.12.2025. Further, all HoDs are requested to examine these submissions and forward their recommendations to the Director (P)-I, B-Block, Vikas Sadan, INA by 12.12.2025.

It may be further noted that representations received from stakeholders beyond the mentioned dates or the recommendations received after examination from the officers below the rank of Director will not be entertained. In case, no response is received from the respective HoDs or through Director or above rank officer within prescribed time then their comments/recommendations will be treated nil.

  
Director (P)-I

Copy to: -

1. All Pr. Commissioners, DDA
2. All Commissioners, DDA
3. All Directors, DDA
4. Dy. Director (Systems), to upload the circular on DDA website.
5. Notice Board

  
Director (P)-I

**DELHI DEVELOPMENT AUTHORITY**  
**[FINANCE & EXPENDITURE]**

No. FE 8(2)2007/FTA/FCA/Pt-III/542

Dated: 20.12.2018

**F&E Circular No. 29/2018**

**Sub: Revision of rates of FTA/FCA/MCA payable to various touring categories of officers/officials of DDA.**

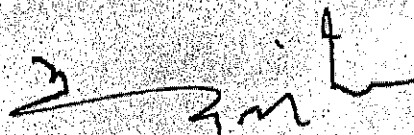
The rates of FTA/FCA/MCA in respect of various touring categories of employees of the Authority were last revised vide F&E Circular No. 03/2012 dated 13.02.2012. Keeping in view the substantial increase in fuel prices since the last revision of the rates in the year 2012, the proposal for revision of rates of FTA/FCA/MCA was considered by a Committee under Chairmanship of Finance Member, DDA and comprising of Commr.-cum-Secy., Commr. (Personnel), Chief Accounts Officer and Director (Personnel)-II as members.

2. Based on the recommendation on the Committee, Hon'ble Lt. Governor, Delhi/Chairman, DDA has been pleased to approve further revision of rates of FTA/FCA/MCA as under which would be effective from 01.01.2019:-

| Sl. No. | Category of Beneficiaries | Enhancement over Existing Rates: |
|---------|---------------------------|----------------------------------|
| 1.      | Extensive Touring         | 25%                              |
| 2.      | Normal Touring            | 20%                              |
| 3.      | Occasional Touring        | 15%                              |
| 4.      | Marginal Touring          | 10%                              |

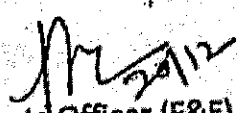
3. Revised amount of FTA/FCA/MCA in respect of various categories of eligible officials would be as per enclosed Annexure-'A'.

Encl: Annexure-'A'

  
[Mrityunjay Jha]  
Chief Accounts Officer

Copy to:-

1. All Drawing & Disbursing Officers;
2. All Zonal Dy. CAOs of DDA;
3. O.S.D. to L.G., Delhi;
4. O.S.D. to Vice-Chairman, DDA;
5. P.S. to F.M./E.M., DDA;
6. Principal Commissioner/C.V.O./C.L.A., DDA;
7. All Commissioners/Commissioner-cum-Secy., DDA;
8. All Chief Engineers/Chief Architect, DDA;
9. FA(H)/Dir. (P)/ Dir. (LC)/ Dir. (Naarat)/  
Dir. (Sys.)/Dir. (IA)/Dir. (F), DDA;
10. Guard File;
11. Notice Board.

  
Sr. Accounts Officer (F&E)

Annexure - 'A'  
(Page - 1 of 2)

-1.1-

| Sr. No. | Category of Employees                                                                                                                                                                                                                                                                                                                                                                                    | Rates effective from<br>01.01.2012 |       |       | Rates effective from<br>01.01.2019 |       |       |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------|-------|------------------------------------|-------|-------|
|         |                                                                                                                                                                                                                                                                                                                                                                                                          | FTA                                | FCA   | MCA   | FTA                                | FCA   | MCA   |
|         | <b>EXTENSIVE TOURING</b>                                                                                                                                                                                                                                                                                                                                                                                 |                                    |       |       | <b>(25% Enhancement)</b>           |       |       |
| 1       | S.E. (Field), Director (Bldg), Director (L.M.),<br>Director (Hort)                                                                                                                                                                                                                                                                                                                                       | 2,184                              | 2,184 | 6,684 | 2,730                              | 2,730 | 8,355 |
| 2       | C.O. (Damages)                                                                                                                                                                                                                                                                                                                                                                                           | 1,934                              | 1,934 | 5,806 | 2,418                              | 2,418 | 7,258 |
| 3       | Project Planners, Joint Director (Survey), Dy.<br>Director (Survey), IAC (DD)                                                                                                                                                                                                                                                                                                                            | 1,995                              | 2,184 | 5,444 | 2,494                              | 2,730 | 6,805 |
| 4       | Dy Director (Hort), Dy Director (Bldg), Ex. Engg.<br>(Field), Dy Director (LPB), Dy Director (NL), CO<br>(Damages)                                                                                                                                                                                                                                                                                       | 2,184                              | 2,184 | 5,806 | 2,730                              | 2,730 | 7,258 |
| 5       | A.E. (Field/Survey/Bldg), A.D. (Hort)                                                                                                                                                                                                                                                                                                                                                                    | 2,184                              | 2,184 | 4,968 | 2,730                              | 2,730 | 6,210 |
| 6       | Jr. Engineer (Field/Bldg.), S.O. (Hort)                                                                                                                                                                                                                                                                                                                                                                  | 2,132                              | 2,132 | -     | 2,665                              | 2,665 | -     |
| 7       | Photographer                                                                                                                                                                                                                                                                                                                                                                                             | 1,973                              | -     | -     | 2,466                              | -     | -     |
| 8       | Head Security Guard (Field), Chainman and<br>Supervisory Chainman, Khallasi (Vig/Survey)                                                                                                                                                                                                                                                                                                                 | 312                                | -     | -     | 390                                | -     | -     |
| 9       | Tehsildar (Field)                                                                                                                                                                                                                                                                                                                                                                                        | 2,132                              | 2,184 | -     | 2,665                              | 2,730 | -     |
| 10      | Naib Tehsildar (Field)                                                                                                                                                                                                                                                                                                                                                                                   | 1,728                              | -     | -     | 2,160                              | -     | -     |
| 11      | Kanungo (Field)                                                                                                                                                                                                                                                                                                                                                                                          | 1,674                              | -     | -     | 2,093                              | -     | -     |
| 12      | Patwarl (Field)                                                                                                                                                                                                                                                                                                                                                                                          | 1,469                              | -     | -     | 1,836                              | -     | -     |
|         |                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |       |       |                                    |       |       |
| Sr. No. | Category of Employees                                                                                                                                                                                                                                                                                                                                                                                    | Rates effective from<br>01.01.2012 |       |       | Rates effective from<br>01.01.2019 |       |       |
|         |                                                                                                                                                                                                                                                                                                                                                                                                          | FTA                                | FCA   | MCA   | FTA                                | FCA   | MCA   |
|         | <b>NORMAL TOURING</b>                                                                                                                                                                                                                                                                                                                                                                                    |                                    |       |       | <b>(20% Enhancement)</b>           |       |       |
| 1       | Director (P), Director (W), Director (IR & SW),<br>Director (Nazarat), Director (Vigilance), Director<br>(W/C) Estt, Director (PR), Director (LC), FA(H),<br>Director (Planning), Director (MM), Director<br>(System), Director (DC & P), Director (CL), OSD<br>to VC, SE (Planning), SE (QC), SE (Design), SE<br>(Vig), Addl Secy (Enforcement), Addl. Chief<br>Architect, Jt. Director (P), Deputy CLA | 1,598                              | 1,598 | 4,902 | 1,918                              | 1,918 | 5,882 |
| 2       | Jt/Dy director (Planning), Sr. Architect, Dy<br>Director (Land), Sr. Landscape Architect, Sr. Law<br>Officer, Architects                                                                                                                                                                                                                                                                                 | 1,461                              | 1,598 | 3,995 | 1,753                              | 1,918 | 4,794 |
| 3       | Ex Engg (Planning/QC/Design/Vig/Training), Dy<br>Director (Publicity), Landscape Architect                                                                                                                                                                                                                                                                                                               | 1,598                              | 1,598 | 4,782 | 1,918                              | 1,918 | 5,738 |
| 4       | Asstt Director (Suvey), Asstt. Director (Planning)<br>& Building, Asstt. Engineer (Design), Asstt.<br>Engineer (Vigilance), Asstt. Engineer (Planning),<br>Asstt. Engineer (QC), Asstt. Engineer (Auto),                                                                                                                                                                                                 | 1,284                              | 1,461 | 3,647 | 1,541                              | 1,753 | 4,376 |
| 5       | Assistant Settlement Officer                                                                                                                                                                                                                                                                                                                                                                             | 1,598                              | 1,598 | -     | 1,918                              | 1,918 | -     |

Contd....2/-

2021/O/o DY DIRECTOR(I) (P) -

: 2 :-

FTA FCA  
(Page 2 of 2)

|                               |                                                                                                                                                                                                                        |                                 |       |       |                                 |       |       |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------|-------|---------------------------------|-------|-------|
| 2021/0/8 DY DIRECTOR(I) (P) - |                                                                                                                                                                                                                        |                                 |       |       |                                 |       |       |
| 5                             | Research Officer, Architect Assistant, Jr. Law Officer                                                                                                                                                                 | 1,284                           | 1,461 | -     | 1,541                           | 1,753 | -     |
| 7                             | Assistant Architect                                                                                                                                                                                                    | 1,284                           | 1,598 | 3,647 | 1,541                           | 1,918 | 4,376 |
| 8                             | Asstt. Landscape Architect, Photographic Officer                                                                                                                                                                       | 1,461                           | 1,598 | -     | 1,753                           | 1,918 | -     |
| 9                             | A.O.s other than HQ                                                                                                                                                                                                    | 1,461                           | 1,598 | 3,647 | 1,753                           | 1,918 | 4,376 |
| 10                            | Jr. Engineer (Planning), Jr. Engineer (Design), Jr. Engineer (QC), Jr. Engineer (Vigilance)                                                                                                                            | 1,572                           | 1,572 | -     | 1,886                           | 1,886 | -     |
| 11                            | F.I./A.F.I.                                                                                                                                                                                                            | 1,080                           | 1,262 | -     | 1,296                           | 1,514 | -     |
| 12                            | Legal Assistant, Surveyors                                                                                                                                                                                             | 1,283                           | 1,598 | -     | 1,540                           | 1,918 | -     |
|                               |                                                                                                                                                                                                                        | Rates effective from 01.01.2012 |       |       | Rates effective from 01.01.2019 |       |       |
| Sr. No.                       | Category of Employees                                                                                                                                                                                                  | FTA                             | FCA   | MCA   | FTA                             | FCA   | MCA   |
| (15% Enhancement)             |                                                                                                                                                                                                                        |                                 |       |       |                                 |       |       |
| OCCASIONAL TOURING            |                                                                                                                                                                                                                        |                                 |       |       |                                 |       |       |
| 1                             | Medical Officer                                                                                                                                                                                                        | -                               | -     | -     | -                               | -     | -     |
| 2                             | Deputy CAO                                                                                                                                                                                                             | 1,395                           | -     | 3,812 | 1,604                           | -     | 4,384 |
| 3                             | Deputy FA(H)                                                                                                                                                                                                           | 1,395                           | -     | 3,812 | 1,604                           | -     | 4,384 |
| 4                             | TO to CE, Dy Director (P & C), All Jt /OD of Land & Housing Deptt.                                                                                                                                                     | 1,527                           | 1,527 | 4,611 | 1,756                           | 1,756 | 5,303 |
| 5                             | Protocol (Assistant)                                                                                                                                                                                                   | 920                             | -     | -     | 1,058                           | -     | -     |
| 6                             | Accounts Officer                                                                                                                                                                                                       | 1,395                           | 1,527 | 3,477 | 1,604                           | 1,756 | 3,999 |
| 7                             | Librarian                                                                                                                                                                                                              | 1,283                           | -     | 3,477 | 1,475                           | -     | 3,999 |
| 8                             | Economist/Land Economist                                                                                                                                                                                               | 1,395                           | 1,527 | 3,812 | 1,604                           | 1,756 | 4,384 |
| 9                             | Assistant Engineer (Training)                                                                                                                                                                                          | 1,527                           | 1,527 | 3,477 | 1,756                           | 1,756 | 3,999 |
| 10                            | Sports Co-ordinator                                                                                                                                                                                                    | 1,395                           | 1,395 | -     | 1,604                           | 1,604 | -     |
| 11                            | Research Assistant, Planning Assistant                                                                                                                                                                                 | 1,224                           | 1,527 | -     | 1,408                           | 1,756 | -     |
| 12                            | Documentation Officer                                                                                                                                                                                                  | 1,283                           | -     | -     | 1,475                           | -     | -     |
|                               |                                                                                                                                                                                                                        | Rates effective from 01.01.2012 |       |       | Rates effective from 01.01.2019 |       |       |
| Sr. No.                       | Category of Employees                                                                                                                                                                                                  | FTA                             | FCA   | MCA   | FTA                             | FCA   | MCA   |
| (10% Enhancement)             |                                                                                                                                                                                                                        |                                 |       |       |                                 |       |       |
| MARGINAL TOURING              |                                                                                                                                                                                                                        |                                 |       |       |                                 |       |       |
| 1                             | Dy Director (System)                                                                                                                                                                                                   | 1,326                           | 1,454 | 3,635 | 1,459                           | 1,599 | 3,999 |
| 2                             | Dy. Secy (Hindi), Jt. /Dy Director posted in Personnel Branch                                                                                                                                                          | 1,454                           | 1,454 | 4,389 | 1,599                           | 1,599 | 4,828 |
| 3                             | Sr. Research Officer                                                                                                                                                                                                   | 1,454                           | 1,454 | 4,389 | 1,599                           | 1,599 | 4,828 |
| 4                             | Private Secy., P.A., Stenographer [Stenographer Group 'D' in Level-4 of the pay matrix (Initial basic pay Rs. 25500) on reaching at the basic pay of Rs. 28700/- or above as per 7th CPC will be entitled for FTA/FCA] | 1,172                           | 1,326 | -     | 1,289                           | 1,459 | -     |
| 5                             | Accountants/AAOs (who are posted in divisions and posted outside Vikas Sadan/Vikas Minar)                                                                                                                              | 1,283                           | 1,598 | -     | 1,411                           | 1,758 | -     |
| 6                             | Manager posted in Sports Complex                                                                                                                                                                                       | 1,454                           | 1,454 | -     | 1,599                           | 1,599 | -     |
| 7                             | Asstt. Manager posted in Sports Complex                                                                                                                                                                                | 1,427                           | -     | -     | 1,570                           | -     | -     |

**DELHI DEVELOPMENT AUTHORITY**  
[Finance & Expenditure]

No. FE 8(2)2007/FTA/FCA/Pt-III/19

Dated: 17/01/2019

**CORRIGENDUM**

Subject: Revision of rates of FTA/FCA/MCA payable to various touring categories of officers/officials of DDA.

In partial modification of F&E Circular No.29/2018 Issued vide even No. 542 dated 28-12-2018, Item No. 4 in the Normal Touring Category which was mentioned as under:

| S. No. | Category of Employees                                                                                                                                                                             | Rates effective from 01.01.2012 |      |      | Rates effective from 01.01.2019 |      |      |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------|------|---------------------------------|------|------|
|        |                                                                                                                                                                                                   | FTA                             | FCA  | MCA  | FTA                             | FCA  | MCA  |
| 4.     | Asstt. Director (Survey), Asstt. Director (Planning) & Building, Asstt. Engineer (Design), Asstt. Engineer (Vigilance), Asstt. Engineer (Planning), Asstt. Engineer (QC), Asstt. Engineer (Auto), | 1284                            | 1461 | 3647 | 1541                            | 1753 | 4376 |

It may be read as under:-

| S. No. | Category of Employees                                                                                                                                                                             | Rates effective from 01.01.2012 |      |      | Rates effective from 01.01.2019 |      |      |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------|------|---------------------------------|------|------|
|        |                                                                                                                                                                                                   | FTA                             | FCA  | MCA  | FTA                             | FCA  | MCA  |
| 4      | Asstt. Director (Survey), Asstt. Director (Planning) & Building, Asstt. Engineer (Design), Asstt. Engineer (Vigilance), Asstt. Engineer (Planning), Asstt. Engineer (QC), Asstt. Engineer (Auto), | 1598                            | 1598 | 3647 | 1918                            | 1918 | 4376 |

Other contents of the Circular will remain the same.

All Concerned.

*Volume*  
Sr. Accounts Officer (F&E)  
16/1/2019

[वित्त एवं व्यय]  
DELHI DEVELOPMENT AUTHORITY  
[Finance and expenditure]

FE.8(02)2008/DDA/Pt./ 71

Dated: 28/02/2024

F&E CIRCULAR No. 04/2023

**CORRIGENDUM**

**Sub: Revision of rates of FTA/FCA/MCA payable to various touring categories of officers/officials of DDA.**

In partially modification of F&E Circular No. 29/2018 dt. 28.12.2018 issued vide even No.542, item No. 4 in the Normal Touring Category which was mentioned as under:

| Sl. No. | Category of Employees                                                                                                                                                                                               | Rates effective from 01.01.2012 |      |      | Rates effective from 01.01.2019 |      |      |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------|------|---------------------------------|------|------|
|         |                                                                                                                                                                                                                     | FTA                             | FCA  | MCA  | FTA                             | FCA  | MCA  |
| 4.      | Normal Touring<br>Asstt. Director (Survey), Asstt. Director (Planning) & Building, Asstt. Engineer (Design), Asstt. Engineer (Vigilance), Asstt. Engineer (Planning), Asstt. Engineer (QC), Asstt. Engineer (Auto), | 1598                            | 1598 | 3647 | 1918                            | 1918 | 4376 |

It may be read as under: -

| Sl. No. | Category of Employees                                                                                                                                                                                                                           | Rates effective from 01.01.2012 |      |      | Rates effective from 01.01.2019 |      |      |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------|------|---------------------------------|------|------|
|         |                                                                                                                                                                                                                                                 | FTA                             | FCA  | MCA  | FTA                             | FCA  | MCA  |
| 4.      | Normal Touring<br>Asstt. Director (Survey), Asstt. Director (Planning) & Building, Asstt. Engineer (Design), Asstt. Engineer (Vigilance), Asstt. Engineer (Planning), Asstt. Engineer (QC), Asstt. Engineer (Auto), Asstt. Director (Landscape) | 1598                            | 1598 | 3647 | 1918                            | 1918 | 4376 |

Other contents of the Circular will remain the same.

[Sarvpreet Bhatti]  
Accounts Officer (F&E)

Copy to: -

1. All Drawing & Disbursing Officers;
2. All Zonal Dy. CAOs of DDA;
3. O.S.D to L.G, Delhi;
4. O.S.D to Vice-Chairman, DDA;
5. P.S. to F.M/E.M, DDA;
6. Principal Commissioner/C.V.O/C.L.A, DDA;
7. All Commissioner/Commissioner-cum-Secy, DDA;
8. All Chief Engineers/Chief Architect, DDA;
9. FA(H)/Dir. (P)/ Dir. (LC)/ Dir. (Nazarat);
10. Guard File;

Accounts Officer (F&E)