

NO: *Am 1(10) 83/5904*Dated: *14/5/86*CIRCULAR NO. 1147

Subject: Procedure to be adopted for handing over possession of the flats to allottee.

A number of complaints are being received regarding non-cooperative attitude of DDA officers while handing over possessions of the flats to the allottees. The following procedure shall be adopted for handing over possession of the flats:-

- (1) Each and every flat before taking over from the contractor must be examined at the level of J.E.(C)/Elect. A certificate shall be got recorded by him to the effect that the flat is thoroughly inspected and found complete in all respects except fittings and fixtures which are provided after the allottees report for taking possession of flat. The defects in the flat, if any, will be got rectified before such certificate is given. All these flats shall also be inspected by the A.E. to confirm whether the certificate given by the JE has been correct or not. There after some percentage of the flats shall be inspected by the EE also, who should satisfy that the defects have been rectified by the contractor and these can be handed over to the allottees. A certain percentage of these houses shall be inspected at the level of SE and CE for ensuring the flats are free from defects and are fit for occupation.
- (2) The above mentioned drill will eliminate the possibility of any kind of defects existing in the flat. However allottees during their visit to the flat may point out some defects. These defects should be entered in the defect register to be maintained at site. Necessary action to rectify the defects should be taken immediately. Simultaneously action to provide the fittings and fixtures should also be taken. At the site office a prominent notice board should be displayed in which it may be indicated that a register is maintained at site for noting down the defects by the allottees. This will enable the allottees to know that the register is available to them for noting down the defects.
- (3) The documents of possession under no circumstances should be got signed from the allottees without re-

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actually handing over the possession and without providing fittings and fixtures. The flats should be handed over only after the same are completed in all respects including electrical works. For this purpose the Civil and Electrical JEs should sit together at one place for handing over of possession to the allottees so that their running about is avoided. At the site of work where flats are to be handed over the salient data as given below should be displayed on a board:-

- i) Layout of the area showing the location of flats conspicuously.
- ii) Names of JE, AE & EE (Civil & Electrical) with their telephone numbers and office addresses.
- iii) Days and timings on which the officers at Sr. No. (ii) would be available for attending to the allottees.

The Junior Engineers both Electrical & Civil who are responsible for handing over of flats should remain at site on all working days. The concerned AEs & EEs should visit and supervise the operation of handing over of flats. The concerned SEs and CEs should also conduct a surprise check in this regard and verify whether the list of defects/deficiencies pointed out by the allottees have been rectified before handing over the possession of the flats.

All C.Es with spare copies for distribution amongst their SEs and EEs. Engineer Member