

STANDING INSTRUCTION No. 511

SUB: SUPPLY OF LAYOUT PLAN AND UNIT DESIGN OF THE FLATS FOR ANNEXING WITH HIRE PURCHASE TENANCY AGREEMENT AND CONVEYANCE DEED PAPERS FOR REGISTRATION.

As per modified policy, the prospective allottees of DDA flats are required to execute Hire Purchase Tenancy Agreement ( in case of hire-purchase allotment ) or the Conveyance Deed ( in case of cash down allotment ) before the physical possession of the flat is handed over to them. It is one of the requisites to annex Layout Plan of the Scheme and the Unit Plan. To reduce the time factor, it has been decided to make these plans ready simultaneously with the costing of houses.

2. It has been observed that in each of the Housing Scheme, depending upon the location/orientation, there are number of unit designs. In some cases, position of staircase may be different, in another case position of court-yard/open terraces may be different and in yet another case position of balcony may be different and so on.

3. In order to stream-line the process, following modalities are to be followed henceforth :

- i) Before the Numbering Plan is issued by the Architect Branch, the concerned EE shall intimate the changes in layout or unit plan, if any, (giving full details with dimensions etc. ) for incorporating in the final Completion Plans. The concerned Architect will also verify the same at site before issue of Completion Plans.
- ii) Alongwith the issue of the Numbering Plan for the Scheme, the concerned Architect Branch shall also issue sufficient copies of unit plan of each design to the concerned EE.
- iii) The Executive Engineer shall re-verify the Completion Plan of each type of Unit design as per execution at site. In case found O.K. ,
- iv) Simultaneously with the numbering plan and the costing details, certified copies of the Unit Plans of each design shall also be forwarded to Housing Branch for allotment of houses. Copy of the Numbering Plan and the Unit Plan of each design shall also be forwarded to Asstt. Architect (Lease), HUPW for converting the same on smaller scale/convenient size to make it an Annexure to Agreement/Deed.

v) Actual flat numbers (as per Numbering Plan) shall be indicated on Unit Plan of each design to enable Housing Branch to annex appropriate Unit Plan with relevant allotment files.

vi) The Miniature Plan with the scale of accommodation and other details so prepared by Asstt. Architect (Lease), HUPW shall be referred back to the Executive Engineer for final verification, retaining one copy after verification, another copy shall be returned to Asstt. Architect (Lease), HUPW for making required number of copies available to Commissioner (H).

4. These instructions shall come into force with immediate effect in respect of Housing Schemes which are yet to be released to the Housing Department. For all other Schemes already released, earlier procedure will continue to be followed.

*R.K. Bhandari*  
( R.K. BHANDARI )  
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2/10

Copy to:-

- ACES
1. All Chief Engineers (i/c Q.C. & Design) // Dir. (EZ & DWK).
  2. Chief Architect.
  3. Chief Engineer (Elect.).
  4. Commissioner (Plg.).
  5. Commissioner (Housing)
  6. F.A.(H).
  7. All Suptdg. Engineers (Civil & Elect.) // (i/c Q.C., Design & Vig.)
  8. All Sr. Architects.
  9. All Executive Engineers (Civil & Elect.) // i/c Q.C., Design & Vig.)
  10. All Architects.
  11. Project Planners (Dwarka, Narella, Wazirpur, Jasola, Vasant Kunj ).
  12. Asstt. Architect (Lease), HUPW.
  13. File No. PA/D.D.(MIG)/96/H.P.T.A. 14. File No. EM.11(35) Copy also forwarded for information to : 97/GTS.

1. VC, DDA.
2. FI, DDA.
3. PC, DDA.

*S.K. Bajaj*  
29/6/97  
( S.K. BAJAJ )  
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