

NO.: EM 1(10)98/ Vol-I/ 13806

DT.: 23.11.2001

CIRCULAR NO. 545.....

SUB.: Handing over of Physical Possession of the DD flats
to the allottees.

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Following circulars have been issued earlier indicating instructions/
precautions to be taken while handing over possession of flats to the
allottees.:-

1. E.M. Circular No. 40 dt. 13.10.83
2. Circular No. 90 dt. 2.4.85
3. Circular No. 147 dt. 16.5.86
4. Circular No. 148 dt. 27.5.86
5. Circular No. 158 dt. 20.10.86

In spite of above instructions a number of complaints are still being
received regarding non-cooperative attitude of the DDA officers while
handing over possession of the flats to the allottees. The basic idea of
these circulars is to ensure that the allottees are properly attended to,
and all care is given to them at the time of taking over possession of the
flats. DDA is a public oriented department, and, therefore, the satisfaction
of the public should be upper most priority.

The following guidelines/instructions are re-iterated and few
guidelines/instructions are added:-

1. Each and every flat before taking over from the contractor must be
examined at the level of JE (Civil) & (Elect.). A certificate
shall be recorded by the J.E. to this effect that the flat is thoroughly
inspected and found complete in all respects except fittings & fixtures
which shall be provided after the allottee reports for taking possession of
the 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

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By *[Signature]*
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the certificate given by the J.E. is correct or not. Thereafter 70% of these flats shall be inspected by the E.E, 11% by the S.E. and 2% by the C.E. to satisfy themselves that the defects have been rectified by the contractor and these can be handed over to the allottees.

2. The Housing Deptt. will not allot the flats in a particular area unless all the services such as electricity, water, sewerage, drainage and approach roads, etc. are available and are confirmed by the Zonal Chief Engineer.
3. It is often seen that there is time lag between the issue of possession letter by the Housing Deptt. and its receipt in the concerned Engineering Division. However, at times the allottee presents a copy of his possession letter to the Engineering staff for taking over of the possession of the flat. The JE concerned shall make a note of it in the register and shall start fixing and fittings and fixtures and other connected items. In case of non-receipt of site office copy within 15 days from the date of issue as shown in the copy produced by the allottee, the A.E. shall inform the Housing Deptt. in writing. However, the physical possession of the flat shall be given only on receipt of official communication from Housing Deptt. of DDA.
4. For the convenience of the public, the office of the Junior Engineer (Civil and that of Electrical) shall be located at a prominent location at site and for this purpose, one flat at the ground floor shall be kept reserved at site. The number of this flat shall be duly notified to the Housing Deptt. This flat will be released for allotment as and when a communication to this effect is sent by the Engineering Wing.
5. The names of the JE- and AEs (Civil as well as Electrical) shall be displayed at site office as per Annexure-A duly indicating the week days and time of availability of Ex. Engineer concerned. The JEs and AEs shall be available on every Monday, Wednesday and Friday (Working days only) for handing over the physical possession to the allottees. J.E. and A.E. of Civil and Electrical Wing will sit together in the same office.
6. The Possession Register shall be maintained at the site office as Annexure- 'B' & one page for each flat shall be maintained. As soon as the possession letter is received, entry to this effect shall be made in the said register.
7. The flat shall be handed over to the allottee in good condition, If there is any major structural or functional defect, it can be recorded

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by the allottee at the time of taking over his possession of the flat and should be duly attended to by the DDA.

9. In case the allottee does not come on the specified day for taking over the physical possession, an intimation will be sent to the allottee by the concerned A.E. as per Annexure-'C'. In case allottee does not report for taking over the possession within three months from the date of issue of letter, his possession letter will be returned to the Housing Deptt.
2. An inventory of fittings and fixtures in respect of the items to be provided in the flats (as per Annexure 'D') shall be made available to make sure that no allottee is deprived of any item he is actually entitled to. One copy of the inventory shall be given to the allottee. The Complaint Register shall be maintained at site office as per Annexure 'E' for recording day-to-day complaints of the allottees and further action shall be taken by the field staff to attend such complaints.
10. Similarly the service charges, if any, all other charges to be levied by the staff at the time of handing possession shall be included while pricing the flat so that the allottee need not go to the different channels at the time taking over the possession. The documents in acknowledgment of taking over of possession under no circumstances shall be got signed from the allottee without actually handing over the possession & without providing all the fittings and fixtures including completion of the electrical works.
11. The Housing Deptt. shall print the guidelines for the information of the allottees and annex the same with the Possession Letter as per Annexure-'F' for the benefit of the allottees.

This issues with the approval of Vice Chairman, DDA.

Copy to:-

1. PS to VC/EM/RM, DDA for kind information of the letter.

2. All Chief Engineers including CE (Elect.)
3. Commr. (Housing)
4. All SEs including SE (Elect.)
5. Dir. (Housing) I & II.
6. All EEs (Civil & Elect.).

S.M. Madan
(S.M. MADAN)
CHIEF ENGINEER (HQ)

S.M. Madan
CHIEF ENGINEER (HQ)

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DELHI DEVELOPMENT AUTHORITY
DIVISION NO.

ANNEXURE 'A'

WELCOMES TO
HOUSING COMPLEX

Following Engineers of this Housing Complex shall be available to allottees for handing over possession/attending to the grievance, if any, on days, timings and place as mentioned below:-

SNO.	Name of Officer, Official	Designation	Place	Days & Time	Official Address & Telephone No.
1.	2.	3.	4.	5.	6.
		JE (Civil)	Site Office		
		JE (Elect.)	"		
		AE (Civil)	"		
		AE (Elect.)	"		
		EE (Civil)	Division Office		
		EE (Elect.)	"		
		SE	Circle Office.		
		CE	Zonal Office.		

*Copy sent
Sept 1951*

OFFICE OF THE ASSISTANT ENGINEER
DIVISION NO.

NO.

Dt.

To

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.....
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Sub: Handing Over possession

Ref: Allotment letter NO. _____ Date _____
and this office letter NO. _____ Date _____

This is to inform you that flat is ready. You
are requested to attend the site and take over possession.

Assistant Engineer
Division

Copy to:

1. EE/ for information.
2. Jt./Dy.Dir.(Housing) _____ w.r.t. to letter NO. _____
Dt. _____

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2/1/11

INVENTORY OF FITTINGS AND FIXTURES

1. Name of work:

SNO.	Particulars of fixtures, fittings etc.	Sliding Door Bolts	Door Handle 100 mm	M.S./Al Stays	Brass Window Casement fasteners.	Tower Bolts MS/A1. 250 x 10 mm	Tower Bolts MS/A1 150 x 10mm	Wash Basin with Accessories.	W.Cistern with Accessories.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

- 1. Bed Room I
- 2. Bed Room II
- 3. Bed Room III
- 4. Drawing Room
- 5. Kitchen
- 6. W.C.
- 7. Bathroom
- 8. Lobby/Passage
- 9. Terrace/Court - Yard.

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R. G. ...
with ...

Contd.....

11.	12.	13.	14.	15.	16.	17.	18.
PVC/Brass bit Cock 15mm.	PVC/Brass Stop Cock 15 mm.	RCC Over- head tank with Acco- ssories	C.I.Gully grating Cover & Frame	pull Bolts	Towel Rail 750x20mm	C.I.Grating: 100 mm 75 mm & 50 mm	CP Shower Rose 100 mm

Date:
 Flat NO. GF/FF/SF/TF
 Block NO. Name of Allottee

Prepared by: JE
 Checked by: AE
 Checked by: EE

Handed Over to allottee by
 TAKEN OVER FLAT NO.
 with fittings as per inventory above
 and found intact.

Dated:
 Signature of Allottee
 Name:

Remarks by Allottee Action taken on the remarks
 of the Allottee.

as per
10/10/20
10/2

COMPLAINT REGISTER (FOR COMPLAINTS RECEIVED AFTER HANDING OVER OF
POSSESSION)

Name of work:

SNO.	Date and Time of Complaint	Flat, House No.	Date of Handing over of possession of Flat	Description of Complaint	Assigned to	Date when attended	Reference of Messenger Book.	Signature of JE	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

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GUIDELINES FOR ALLOTTEES:

1. The allottees are entitled to have a copy of inventory of fittings and fixtures including electrical fittings at the time of taking over possession.
2. Allottees are advised not to deploy DDA's workers for private works.
3. Allottees must bring test reports of the water meter intended to be fixed in the flats.
4. Complaint Register is available in the Enquiry Office with Junior Engineers at site for Registering of complaints.
5. Allottees are advised not to undertake any structural alterations/modification in their houses as this might result in termination of their allotment.
6. For obtaining Electric Connection from DVB, Test Report of the installation done by DDA can be obtained from JE(Elect.) at site.
7. Allottees are requested not to make any changes in the electrical installation done by DDA unless test reports are issued and electrical meter installed and
8. In case the changes are made before the installation is completed and tested by DDA, no test report shall be issued.
9. It is for allottees benefit that he should sign the possession register available at site office whenever he visits the site before taking over the possession of the flat to authenticate his Nos. of visit to site.

NOTE: TO BE MADE PART OF POSSESSION LETTER ISSUED BY HOUSING DEPARTMENT.

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