

DELHI DEVELOPMENT AUTHORITY
(EM' s SECTT.)

NO. EM1(10)02/Vol.I/ 5639

Dated 15.5.02

CIRCULAR NO.549

**SUB:- HANDING OVER OF PHYSICAL POSSESSION OF DDA FLATS
STREAMLINING THE OFFICIAL PROCEDURES.**

During VC's interaction with field functionaries, following issues among others were put forth for streamlining some of the procedures :

1. After the handing over of possession, the possession slips should be ensured to have been delivered to the concerned Dy.Dir.(H) by the Ex.Engineer concerned.
 - 1.1 It has been observed that the system of sending a copy of possession slips after handing over of possession of the flats is not being followed uniformly. For the sake of uniformity following instructions may be conveyed to all concerned up to the level of JEs in the field & ADs in Housing branch :
 - i) After handing over of possession of flats to the respective allottees in a particular week, the copies of all such possession slips shall be forwarded to the concerned Dy. Dir. of the housing wing directly by AE-in-Charge with a forwarding note, copy of which (only forwarding note) will also be forwarded to the EE, SE(HQ) and Dir.(H) concerned.
 - ii) The possession slip will be examined by the concerned AD/Dy.Dir.(H) of the Housing Wing and anomaly, if any, shall be pointed out and communicated to the EE within a week's time.
 - iii) In case the possession slip for any flat is not received by Housing Wing within one month of issue of possession letter, Dy.Dir.(H) will interact with EE and reconcile the position.
2. The public hearing for the allottees may be held by EEs/ SEs/ CEs periodically on the pre-announced date for which the notices will be displayed at site well in advance. On these days administration should not call them for any other meeting or inspection.
 - 2.1 In order to listen to the complaints/ grievances of the allottees during the period of handing over of flats to the respective allottees, EEs, SEs, and CEs will hold public hearings on pre-announced week days and time in their respective offices as per instructions contained under para-5 of EM's Circular No. 545 dt. 23.11.2001. For the information of the allottees notice to this effect shall be displayed at site office in a prominent place. To ensure to stick to the programme they will not fix-up any other appointment. However, in

Cont

case of emergency in the absence of CE, SE(HQ) will take effective hearing. Similarly, in case of pre-occupation of SE, EE(HQ) shall take effective hearing.

3. At times one AE has the charge of two or more schemes hence, cannot be present at both the sites for handing over of possession. Moreover, the AEs are required to attend so many other jobs, hence it would be appropriate to decide that the JE may be fully authorized to handover the possession of the flats to the allottees.

3.1 In this regard, it is clarified that presence of AEs at the time of physical handing over of possession to the allottees is not mandatory. JEs are fully authorized to handover the possession of the flats to the allottees. However, AEs will ensure satisfactory completion of jobs to the satisfaction of allottees. AEs will also check and counter sign the possession register at site(Ref. Annex.-B to EM's Circular No. 545 dt. 23.11.2001).

This issues with the approval of VC, DDA. These instructions should be conveyed to all concerned up to the level of JE & AD (Housing) and a confirmation to this effect may be forwarded to this office within 15 days of issue of this circular.

(S.C. SHARMA)
DIRECTOR(WORKS)

ALL CHIEF ENGINEERS (CIVIL, ELECT, DESIGN, QC & HQ)
COMMISSIONER(HOUSING, I.D, I.M-I, II, Plg., Coord.)
CVO, DDA,
Dir. (MM)
Pr. Manager, Fly-over, Gr.I & II
All SEs (Civil & Elect.)
Dir.(H)-I & II.
Dir.(Bldg.), Dir. (Enf.)
All EEs (Civil & Elect.)
EO-I, II,III & PPC

File No. EM3(12)86/Vol.13/Pt.

Copy to:-

1. VC, DDA |
2. FM, DDA | - for their kind information
3. EM, DDA |

DIRECTOR(WORKS)
DDA

DELHI DEVELOPMENT AUTHORITY
(E.M.'S OFFICE)

No. EM 1(10)02/Vol. I/ 6248-~~68~~ 68

Dt. 29/5/02.

Sub: EM's Circular No. 549.

The above circular was issued by this office vide NO. EM1(10)02/Vol-I/5639 dt. 15/5/02. Now I have been directed by the Consultant to EM to obtain confirmation from all CEs (Civil, Elect., QC and Design). All Commissioners, CVO, Director (MM), Project Manager Fly Over Gr. I and II, Dir.(Bldg.), Dir. (Enforcement) for having delivered the above circular to all concerned up to the level of JEs in all branch and to the level of AD in housing branch. The confirmation may please be sent to the office within 3 days positively for further submission to VC, DDA by 31st May, 2002.

This may be treated as Most Urgent.


(E.V.K. CHOPRA)
E.O.-I TO E.M.

ALL CHIEF ENGINEERS (CIVIL, ELECT., DESIGN, & QC.), DDA.

COMMISSIONER (HOUSING, LD, LM-I&II, Plg., Coordn.), DDA.

CVO, DDA.

DIRECTOR (MM), DDA.

PROJECT MANAGER FLYOVER GR. I & II, DDA.

DIRECTOR (BLDG.), DDA.

DIRECTOR (ENFORCEMENT), DDA.