

**DELHI DEVELOPMENT AUTHORITY
COORDINATION HOUSING**

No. F.1(19)2018/Coordn./H/683

Dated: 29.05.18

CIRCULAR

It has been observed that delegation of powers in Land Disposal and Housing Department are at variant and needs modification.

Vice-Chairman, DDA is pleased to delegate the following powers to the officers in the Housing Department:-

S. No.	Extent to powers is delegated	Delegation of powers in Land Department	Proposed in Housing Department
1	Fixation of date of draw	Director(LD)	Director(H)
2	Confirmation of the minutes of draw of lots	Director(LD)	Director(H)
3	Reconstruction of files for the purpose of conversion of leasehold rights into freehold.	Director(LD)	Director(H)
4	Refund of excess conversion charges	Director(LD)	Director(H)
5	Approval of calculation of misuse charges	Director(LD)	Director(H)
6	2 nd Mortgage permission 3 rd Mortgage permission	Jt./Dy. Director Director(LD)	Jt./Dy. Director Director(H)
7	Belated execution of conveyance deeds	Jt./Dy. Director Director(LD)	Jt./Dy. Director Director(H)
8	Cancellation and restoration of allotment after the possession of flat has been taken	---	Commr.(H)

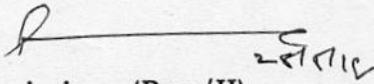
- i) Fixation of draw of lots shall be done subject to compliance of the codified formalities.
- ii) The re-construction of files will be done as per various office orders issued from time to time. The responsibility for misplacement of files shall be fixed by Director and guilty must be punished.

Contd...2/-

- iii) For all other cases like payment of watch & ward charges, payment of restoration charges, damage charges, mis-use charges, etc. where policy/circulars have been issued through office orders, etc., but no mention of competent authority has been made in the policy/circular, all such powers shall be exercised at the level of Director unless specified otherwise. Where approval is being taken by Housing Department of Pr. Commissioner(H)/Commissioner(H) as a matter of practice, such powers are delegated at the level of Director.
- iv) The powers to regularize the delay in taking over physical possession are delegated as under:-

S.No.	Delay Period	Delegation of Powers
1.	Delay upto 1 year beyond the stipulated period of 6 months	Director(H)
2.	Delay beyond 1 year upto 2 years	Commissioner(H)
3.	Delay beyond 2 years upto 3 years	Vice-Chairman

- v) Powers to accord approval as per the provisions mentioned in the terms and conditions of Scheme Brochures are delegated at the level of Deputy Director.
- vi) Cases where the documents in file have either been torn, damaged or missing, the power to condone the documents shall be exercised by Director.
- vii) Commr.(H) powers shall be exercised by Commr.(Pers.) while looking after the additional work of Housing Wing.


Commissioner(Pers/H)

- ✓ Pr. Commissioner(H)
2. Director(H)-I, II, III
 3. Dy. Director(SFS)
 4. Dy. Director(MIG)
 5. Dy. Director(LIG)
 6. Dy. Director(Janta/EWS)
 7. Dy. Director(EHS/HS-14/AY-17)