

DELHI DEVELOPMENT AUTHORITY
COORDINATION (HOUSING) BRANCH
2nd FLOOR, D-BLOCK
VIKAS SADAN INA NEW DELHI

F/1/0087/2022/CORD/-O/o DD (Coordination)-Part(1)|493


Dated: 10/10/22

CIRCULAR

Subject: - Issuance of Certified copy of documents.

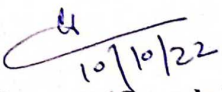
In supersession of Circular no. F.43(327)85/SFS/LAB(H)/DDA/1041 dated 07.06.2018 it has been decided that in case the original documents have been lost of a flat which has been converted from leasehold to freehold and/or whose Conveyance Deed has been registered, certified copies of documents like 'Demand-cum-Allotment letter', 'possession letter', 'NOC for electric and water connection' may be issued by Housing Department on the request of the original allottee or its legal heirs(in case of death of allottees) after verifying bonafied of the applicant. Further, the Department may also issue these documents to subsequent buyer of the flat provided he /she proves his/her locus standi in the flat by way of proper GPA and Agreement to sell of the said property.

However, for certified copy of the conveyance deed such persons are advised to approach the concerned Sub-registrar, GNCTD which happens to be the custodian of the registered instrument i.e. Conveyance deed.


10/10/22
Dy. Director (Coordn)-H

Copy to:-

1. Commissioner(H)
2. Director H-II. 1
3. DDs Housing
4. Dy. Director (System)-H for uploading the circular on DDA website.


10/10/22
Dy. Director (Coordn)-H