

**DELHI DEVELOPMENT AUTHORITY**  
**COORDINATION (HOUSING)**  
**VIKAS SADAN, INA, NEW DELHI**

No: F/1/0001/2020/CORD/-Housing (Coordn.)-Part(1)/400

Date: 01/08/23

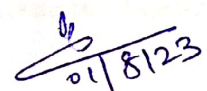
**CIRCULAR**

**Sub: - Reconstruction of missing files.**

It has been decided by the competent authority to expedite the cases of freehold conversion where no report from Estate Officer has been received. The following are proposed in addition to the existing circulars where no report from Estate Officer has been received after a lapse of substantial time:

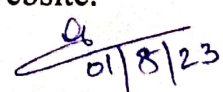
- i. The allotment status of the flat shall be ascertained from the AWAAS software and cross checked with the property register of respective branch/Housing Scheme/records of Accounts department to ensure that the allotment is not cancelled.
- ii. If the reply of Estate Officer is not received within 15 days of sending the letter for providing report on eviction proceedings, an indemnity bond shall be obtained from the applicant to the effect that no eviction proceeding are pending against the applicant/purchaser/allottee/owner as the case may be, in respect of the flat in question.
- iii. The competency to accept such indemnity bond as stated at para (ii) above have been vested with Director (Housing).

**This issues with the approval of Vice-Chairman, DDA in the File No. F/1/0095/2023/CORD/-O/o DD(HS-14 and 17/EHS).**

  
Dy. Director (Coordn.)-H

**Copy to:**

1. OSD to VC, DDA for kind information of the latter.
2. PS to PC (H) for kind information of the latter.
3. Commissioner (H)/LM.
4. Director (H)-I & II/ III.
5. FA (H).
5. All Dy. Directors (H)/DDA.
6. Dy. Director (System)-H for uploading the circular on DDA website.

  
Dy. Director (Coordn.)-H

