



**Delhi Development Authority  
MIG Branch  
Vikas Sadan, INA**

**M/406/0003/2023/DDA14/MN-O/o DD(MIG)/162**

**Date: 28.03.2024**

**CIRCULAR**

As per terms and conditions of Housing Scheme-2014, 90% of the cost of the flat was required to be deposited by the allottee upfront whereupon possession was to be given and conveyance deed to be registered after a period of 5 years from the date of handing over possession subject to payment of balance 10% cost of the flat along with interest as per policy.

In some cases, demand letter was subsequently revised and cost of flat was reduced due to waiving off of the OEM charges. Afterwards it has come to notice that such allottees who had initially paid the 90% cost of flat along with OEM amount, have been charged interest on the 10% balance payment without first adjusting the excess amount paid by them. The excess amount has been deducted only after calculating the interest on the 10% balance payment. The non-adjustment of excess amounts deposited by the allottees/applicants before charging of interest has led to imposition of additional interest liability resulting in grievances.

2. To suitably address the issue, the competent authority is pleased to approve the following standard operating procedure (SoP):

- I. In all such cases, as a first step, the excess amount paid by the allottee, over and above the initial demand of 90%, if any, would be adjusted against the demand of remaining 10%.
- II. Thereafter, interest as per applicable rate would be applied on the remaining amount (i.e. net amount) from the effective date of charging of interest.
- III. The delegation of powers for adjusting the amount of excess amount would be as follows:

SNo	The quantity of excess amount i.e., to be adjusted	Designated officer for adjusting the amount
1	Rs. 1/- to Rs. 10,000/-	Asst. Director(H) / AAO
2	Rs. More than 10,000/- to 1 lakh	Dy. Director (H) level /AO
3	Rs. More than 1 lakh to Rs. 5 lakhs	Director(H) level /Dy. CAO
4	Rs. More than 5 lakhs	Commissioner (H) / FA(H)

3. Once the Housing branch approves the refund / adjustment of the excess amount, the Accounts branch will effect the same immediately.

*Meghraj*  
28.3.24  
Dy. Director (MIG)

**Copy to:**

1. PS to VC for kind information of the latter.
2. PS to Pr. Commissioner (H)
3. Commissioner (H)
4. CAO/FA(H), DDA
5. Director(H)-I, II
6. All Dy. Directors(H)
7. DD (Systems) for uploading the same on Housing portal of DDA's website.

Dy. Director (MIG)

