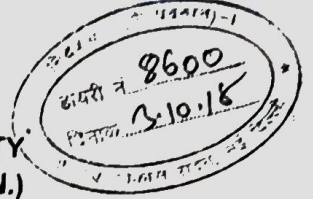


AD/442



DELHI DEVELOPMENT AUTHORITY
OFFICE OF PR. COMM. (COORDN.)

PS/DLM-I/DDA/2017/ Dated: /07/2018 | 659

Date: 27-9-18

1/2/2
14/10/18

OFFICE ORDER

Reference is invited to the guidelines issued by orders bearing No. PS/DLM/91/2 dated 3.6.91, PS/PC/MF/DDA/97/110-N dated 27.5.1997, No. PS/DLM(HQ)/Misc./DDA/2016/Ench./75, 76, 13, 43 dated 16.11.2016, 5.12.2016, 20.1.2017, 8.3.2017 respectively and PS/PC/LM/Per/ & System/DDA/48 dated 17.3.2017 regarding procedure and mechanism for land protection in DDA. However, the issue of strengthening land protection mechanism for DDA's land has been engaging attention for quite some time and it has been observed/noticed that despite elaborate guidelines on the subject issued vide order under reference, the mechanism/system has not proved as effective as it was intended. A recent study on the pattern of encroachment on DDA vacant land, revealed that one of the lacuna is non-compliance of existing system in terms of detection, proper reporting and regular monitoring of encroachment at various level and their prompt removal. Proper record keeping of all reports, action taken for removal of encroachment coupled with clear assignment of responsibility of individual officers/staff in respect of each and every land parcels and proper handing/taking over of such charge and records need to be ensured so that no one is able to evade the responsibilities for timely action for prevention/removal of encroachment.

2. Accordingly, it has been decided to issue/reiterate the following guidelines for strict compliance by all concerned.

- a) The salient features of the instructions already issued for land protection management and utilization are also reiterated as under: -
- (i) It is the responsibility of the Land Management Department at the outset to handover the vacant land to the user Department.
 - (ii) The land parcels which are 100% encroached not be transferred to the Engineering/Hort. Wing by LM Wing. Action plan for removal of these encroachments which is not protected under any law shall be prepared by Directors Land Management. The land parcels which are partly encroached will be taken over by Engineering Deptt./Hort. Department after duly marking on plan/map, the area/extent of encroachment vis-a-vis vacant land, in the handing over/taking over papers.
 - (iii) While bulk of the vacant/partially encroached land parcels had already been transferred by LM Department to Engineering/Horticulture Departments, remaining land parcels if any shall be transferred within 15 days of issuance of these orders. Any land parcels acquired/received by Land Management Department in future shall be accordingly transferred to user Departments without delay.

Contd...P/2

- (iv) It will be the responsibility of the **custodian/user Department to maintain round the clock watch and ward for the land**. Accordingly, the user Departments shall immediately assign responsibility of its officers for protection of such land parcels in line with these instructions.
- (v) All vacant lands including the land parcels including those retrieved from encroachment shall immediately be protected by constructing boundary wall/fencing by concerned Engineering Wing/User Department. **Sign boards indicating ownership of DDA, warning against trespass and name/designation and contact numbers of Officers responsible for protection and maintenance shall be prominently displayed.**
- (vi) It may be explicitly mentioned in terms and conditions of tender document issued by the custodian department for engaging security agencies for watch and ward of the land that they shall be **responsible for surveillance/watch and ward and intimation regarding encroachment, if any, to the Police as well as to the department well in time failing which action shall be taken against the defaulter as per law.**
- (vii) It shall be **responsibility of the User/ Custodian Department to register FIRs in respect of any encroachments/unauthorized constructions on DDA lands/plots under their charge.** The User Department should immediately register FIR for trespassing, initiate criminal proceedings and take remedial measures to stop/remove the unauthorized construction/encroachment.
- (viii) Current practice of maintaining and uploading of photographs of vacant land parcels shall continue. SEs in-charge and Monitoring Units will provide updated monthly information for maintaining and updation of vacant land bank at DDA HQ level.
- (ix) Formation of Social Vigilant Teams for land protection and management of DDA has been made mandatory in order to involve the local people for protection of the DDA. Meetings of the Teams shall be conducted by the SEs in charge of Monitoring Unit at regular intervals.
- (x) For utilization of the vacant land under the control of Engineering/LM/Horticulture Wing, a Committee consisting of AD(Plg.), AE(C/QRT), Naib Tehsildar/Kanoongo of LM & AD(Hort.) shall work under the supervision and control of SE concerned for identifying the area/site for which TSS which shall be carried out by Engineering Wing (including the geo-coordinates).
- (xi) The encroachment removal/demolition on land at the disposal Engineering/Horticulture/LM Department shall be carried out under the overall control of SE concerned.
- (xii) **Demolition programme for encroachment removal shall be fixed and carried out by the concerned land holding Deptt. after obtaining the clearance from the LM Deptt. regarding ownership/litigation status/court case, if any, under the overall control of SE concerned who shall coordinate and arrange men and machinery for the demolition.**

- (xiii) Land Management/Land Disposal and Engineering Wing should reconcile all the vacant land under its possession and any vacant land under possession of LM Deptt. apart from the encroached land be transferred to concerned Engineering Deptt. The reconciled list should be verified on the spot by Dy. Director/Ex. Engg. of the concerned zone and upload the same on DDA website.
- b) Roles and responsibilities for land protection :
- i) The protocol prescribed vide office order dated 27.5.1997 issued by VC, DDA and subsequent guidelines/orders under reference for **detection and monitoring of encroachment on DDA land shall be strictly followed.**
 - ii) Area/land parcels for each Asstt. Engineer, Asstt. Director(Hort.) and Tahsildar (LM) in respect of land under custody of Engineering, Horticulture and Land Management Departments respectively in various zones shall also **be clearly demarcated/earmarked by the concerned Zonal SEs, Directors(LM) and Directors(Hort)** for which they along with their field staff are responsible for protection,
 - iii) Asstt. Engineer, Asstt. Director (Hort.) and Tehsildar (LM) **will in turn assign specific area / land parcels to the filed officers/staff working under them down the line, who will be responsible for protection of such land parcels.**
 - iv) The above assignments shall cover each and every land parcel under the custody of Engineering, Horticulture and Land Management Departments. A copy of such assignment in respect of land parcels under Engineering, Horticulture and Land Management Departments shall be maintained by the respective SEs under whom the Monitoring Unit of land protection is functional. **Further a copy of such assignment shall also be sent to Dy. Director(LMC) for maintaining parallel record.**
 - v) Each land parcel will carry board displaying the area and telephone numbers of the officers responsible for protection and maintenance of that land parcel. It shall be ensured and regularly monitored by SE i/c monitoring unit that each land parcel is **visited/take round of by the field officers/other staff at least once in a week.**
- c) Record keeping and reporting of encroachment:
- i) For **proper monitoring and detection of encroachment on DDA land parcels, the proformas prescribed in order dated 20.5.1997 will be filled up and maintained by the concerned officers/staff of the land holding Departments, to whom responsibilities are assigned for protection of the land under their custody.**
For example, in respect of Engineers Wing Security Guards will submit their report to Junior Engineer as per Annexure-I and the same is to be countersigned by Junior Engineers and further forwarded to Assistant Engineers. Assistant Engineers will report as per Annexure-II to Ex. Engineers. And Executive Engineers will report as per Annexure-III to Zonal SEs. **The formats of these Annexures are enclosed herewith for ready reference.**

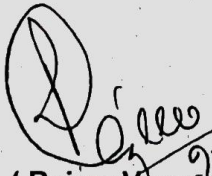
- ii) The Asstt. Engineers, Asstt Directors(Hort.) and Tahsildars(LM) will maintain Encroachment Watch Register. The Encroachment Watch Register will contain reports of encroachment received from all sources i.e. reports of the field staff, complaint from general public received through Dak, any VIP reference, information sourced from the mobile app, social vigilant teams etc.
- iii) Monthly Meetings of Social Vigilant Team will be held by the S.Es. Details of such meetings held and alongwith their outcome/suggestions will be intimated by S.E. concerned as per performa annexed herewith as Annexure-IV.
- iv) Each complaint of encroachment whenever received in Dak or online or through mobile app or social vigilant teams need to be traceable and monitored for action taken. Weekly feedback would be obtained by SEs in charge of monitoring unit for such action which will also include whether encroachment mentioned in the complaint pertains to a land parcel with DDA, whether it is a new encroachment report entered duly in the register or is a previously reported encroachment and actions taken to remove the encroachment.
- v) Encroachment Register will also contain details of Police complaints/FIR No., date etc. lodged by the concerned Security Guard/Field Staff after detection of encroachment.
- vi) SEs in charge of monitoring units also send a monthly report to Pr. Commr.(LM)/ DLM-I/LM(Coordn.) indicating details of encroachment (received from various sources or detected by field staff), encroachment removal programmes planned and executed during the month and land reclaimed.
- vii) Practice of taking photographs before and after demolition will be strictly complied with and parallel record of encroachment removal actions including the photographs will be maintained in the Branch of Land Coordination at DDA HQ.
- viii) It will be mandatory for the officer/staff concerned and their immediate superiors to ensure complete and proper handing/taking over of all records relating to encroachment like — encroachment watch register, beat diary etc. before he is relieved of his duties on account of transfer or on retirement etc.

d) Procedure for execution of demolition programme :

- i) After detection of encroachment the concerned AE, AD(Hort.), Naib Tehsildar, Tehsildar, as the case may be, of the land custodian department will initiate the case within two (02) days for seeking approval of Competent Authority for demolition of the encroachment.
- ii) The demolition programme shall be carried out/executed within four (04) weeks from the date of approval of the Competent Authority.

- iii) DLM-I will maintain details of the demolition programme approved by the Competent Authority and executed within the prescribed time. In case there is any delay in execution of demolition programme, responsibility should be fixed by the SE concerned.
- iv) SE concerned shall submit a detailed report in the prescribed proforma to PC(LM) through DLM-I indicating number of encroachment detected/reported, number of cases initiated for demolition, number of cases approved and demolition programme executed during each month in Annexure-IV.
- v) SE concerned shall ensure that after execution of demolition programme, retrieved land parcel is included through monthly uploading of photographs in the land inventory/land bank being maintained at the level of DDA HQ as well as DDA's website.

This issues with the approval of VC, DDA.



(Rajeev Verma)
Pr. Commr. (Coordn.)
27/19

Copy to:-

1. EM, DDA.
2. FM, DDA.
3. PC(Hort.).
4. LD. CLA.
5. All CEs.
6. Director(LM)-I
7. Director(LN)HQ
8. Director(Hort.) S&E
9. Director(Hort.)North

Copy for information to:-

1. PS to VC


Pr. Commr. (Coordn.)

DETAILS OF MONTHLY MEETINGS HELD WITH SOCIAL VIGILANT TEAMS BY SE IN-CHARG OF MONITORING UNITS

(MONTH : _____)

TOTAL NUMBER OF SOCIAL VIGILANT TEAMS : _____

TOTAL NUMBER OF MEETINGS HELD DURING THE MONTH & NUMBER OF SOCIAL VIGILANT TEAM INTERACTED WITH : _____

Property/Plot/Area	Date of the Meeting	Encroachment reported/Suggestions made during the meeting (brief points as per taken minutes of the meeting)	Actionable point/Action	Remarks
1	2	3	4	5

PART-I

DELHI DEVELOPMENT AUTHORITY

Name of the Division office

BEAT DIARY

Name of the Security guard _____

Area/zone _____

PROFORMA FOR DAILY DAIRY OF SECURITY GUARD

Sl No.	Date of Inspection	Area covered	Site where encroachment Unauthorised construction noticed if any	Description of Unauthorised Construction	Action taken

Countersigned by

JE, S.O(Hort.), Kanoongo/Naib Tehsildar

Part-II

(To be submitted by each JE, S.O(Hort.), Kanoongo/Naib Tehsildar to his A.E., AD(Hort.) & Tehsildar respectively on every Friday).

It is certified that I have visited the entire area under my control/supervision during the week ending _____ i.e. (Friday) and detected the encroachments as stated below :-

1. Name of Revenue Estate/area identified in terms of plan/scheme _____
2. Khasra No./area/scheme Encroached upon _____
3. Area encroached upon _____ sq. Yards
4. Nature of encroachment _____
5. Name and address of the persons who made the encroachment.
6. Name of the user Department _____
7. Date on which the encroachment made _____
8. Date of which complaint made to police _____
9. Date on which the report submitted to JE, AD(Hort.), Kgo/Naib Tehsildar

OR

During this week NO encroachment has taken place in the area under my charge.

Sign. : JE/S.O(Hort.)/Kgo/Naib Teh.
Name :
Circle No/under the control of E.E.,
Dy.Director(Hort.)/Dy.Director(LM)

A.E/AD(Hort.)/Tehsildar

DELHI DEVELOPMENT AUTHORITY

Name of the Division office

ENCROACHMENT CERTIFICATE BY AE, AD(Hort.), Tehsildar

(To be submitted by each AE, AD(Hort.), Tehsildar to the Ex. Eng., Dy. Director (Hort.), Dy. Director (LM), (i/e of the Zone) on every Monday Afternoon).

It is certified that I have inspected all the sites where encroachment was reported by my subordinate staff during the week ending _____. The reports submitted by them is correct. I have initiated the case on _____ for approval of the Competent Authority for execution of demolition programme.

AND

I have also inspected some revenue estates viz. _____ and the report given by the subordinate staff regarding encroachment was NIL. I have noticed/not noticed any/some encroachment(s). The details of encroachment(s) is/are as follows :

1. Name of Revenue Estate/area _____
2. Khasra No. Encroached upon _____
3. Area encroached upon _____
4. Nature of encroachment _____
5. Name & address of the persons who made the encroachment.
6. User Department
7. Encroachment noticed during the week ending _____
8. Date of which report lodged in Police Station _____

OR

Responsibility may be fixed in case of Shri _____ JE/S.O(Hort.)/Kgo/Naib Tehsildar for not reporting the encroachment in Revenue Estate/Area identity in terms of plan/scheme _____, Khasra No. _____ as indicated above during week ending _____.

Recommended for demolition programme at the earliest.

Signature _____

Name _____

Designation A.E/AD(Hort.)/Teh.

Incharge of Circle No./area _____

Ex. Engineer/Dy. Dir. (Hort.)/Dy. Dir.(LM)

SE – In-charge of Controlling Unit

**MONTHLY ACTION TAKEN REPORT REGARDING REMOVAL OF ENCROACHMENT FROM GOVT./DDA LAND FOR THE
MONTH**

Information of Encroachment					No of cases where F.I.R got lodged	No of cases where in proposal for approval of demolition programess initiated	No of cases demolition got approved	No of cases where demolition carried out	Balance cases where no action has been initiated and reason thereof
Public complaint (a)	Report from the field staff (b)	VIP reference (c)	Previous month's Backlog/cases (d)	Total (a+b+c+d)					

SE - In-charge of Controlling Unit