



DELHI DEVELOPMENT AUTHORITY
[Staff Quarter Allotment Branch]

No.F1(9)2022/SQ/DDA/609

Dated: 13/07/2022

Sub: Inviting applications for allotment of Staff Quarters 'On-line (Type-I to Type-IV)'.

DDA Staff Quarter Branch invites applications for the desirous DDA Officers/Officials for allotment/change of Staff Quarters (Type-I to Type-IV) category. Allotment of Staff Quarters will be made through online draw. For the purpose of submitting applications, the desirous DDA officers/officials are required to get themselves registered on DDA's Website, as per the instructions detailed in the 'Operational Manual' appended herewith (Annexure-A). Once the officer/official is registered, he/she can apply for allotment of the vacant Staff Accommodation.

2. The vacancy position for Type-I to Type-IV category Staff Quarters is detailed as below:-

Type	Type-I	Type-II	Type-III	Type-IV
Nos.	73	237	97	10

3. All desirous officers/officials of the Authority including those who join DDA on deputation can register themselves and can apply for allotment. A list of vacant Staff Quarters is at Annexure-B.

4. Reservation to Physical handicap applicants after providing/enclosed medical certificate from a Head of Department of the Specialty of concerned diseases of a Government Hospital indicating the nature and extent of physical handicap or disease and recommending such for fresh/change is furnished.

4. The reservations in allotment of accommodation to SC/ST employees and Ladies Pool, shall be as under:

- (i) Type-I & Type-II - 10% (ii) Type-III & Type-IV - 5% and (iii) Ladies Pool- 10%
(ii) Reservation to Physical Handicap applicant in Type-I to Type-IV - 5%

5. In case, there is no Scheduled Tribe applicant in the unified waiting list, the quota reserved for Scheduled Tribe will be allotted to SC applicants.

6. The Scheduled Caste and Scheduled Tribe applicants shall mention the fact that as to whether they belong to Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation, which shall be verified by the office of the applicants from their record/concerned DDO, at the time of acceptance of allotment of accommodation by the applicant.

7. The applicants are also required to indicate their pay-matrix/basic pay in the prescribed column of the application form.

8. If any allottee fails to accept the allotment of Staff Quarter within 08 days from the date of allotment of the said accommodation, or fails to take possession within 05 working days from the date of receipt of the letter of authorization, **he/she shall be debarred to apply automatically for residential accommodation for a period of 03 months from the date of non-acceptance of allotment subject to payment of one month' normal licence fee for that type of accommodation.**

9. Only one change shall be allowed in the same Type of accommodation to the allottee.

10. **Besides, 3 options for fresh allotment, applicant may also opt 3 options in respect of change of Staff Quarter also.**

11. In case fresh allotment, request for change of allotment shall be accepted only after a period of 06 months from the date of issue of allotment letter.


12. The process of Online registration and submission of application shall remain open for **13 days w.e.f. 13.07.2022 to 25.07.2022.**

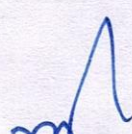
Encls. (i) Operational Manual - Annexure-A

(ii) List of vacant SQs- Type-I to Type-IV - Annexure - B

Copy to:-

1. All HoDs - with the request to bring this into the notice of all concerned officers/officials working under them.
2. Dy. Director (System) - with the request to up-load this on DDA's website.
3. Notice Boards at Vikas Sadan & Vikas Minar and other Zonal Offices/Field Offices.


Dy. Director (SQ)


Dy. Director (SQ)
Delhi Development Authority

Staff Quarters Allotment System Operational Manual

Open website: - <http://dda.org.in/sqas>

Step 1:- Search Vacant & Allotted Quarters

1. Candidates can search the all *vacant* quarters at the different locality and Type wise.
2. Candidates can search the all *allotted* quarters at the different locality and Type wise.
3. Candidates can search the all *vacant & allotted* quarters at the different locality and Type wise.

Note: - If an employee wishes to apply for New/Change Staff Quarters then he/she will register as under and after registration he/she can operate the Staff Quarter System.

Step 2:- Registration for Fresh or Change Quarters

➤ For Fresh Quarters

1. For fresh quarters user entered the personal details like as Name, UID, Entitlement Type, Designation, DOB, DOJ, DOR, Mobile, Email, Office Address, Current Address, and Permanent Address.
2. After submit the registration details, Registration id and password sends your register email id.
3. After enter the login credentials, open the allotment form and fill the details.
4. After fill the allotment form, upload verification document.

➤ For Change Quarters

1. Firstly user select the type, locality & house number, after select the following value display like as pocket, sector, block, name & father's name.
2. After this click on Apply button, open the popup and enter the date of retirement.
3. If DOR is correct, then open the change form else form will not open.
4. After fill the change form, user goes to seniority list.

Step 3:- User Verification by DDO

1. DDO verify the user document which is uploaded by user.
2. If user is valid then approved the form else canceled by DDO.
3. After approval, the user goes to seniority list.

Step 4:- Fresh Allotment Steps (Clerk)

1. Check Seniority list
2. Check Vacancy list
3. Reserved/Un Reserved Quarters
4. Randomize Vacant Quarters
5. Automatic Draw
6. Draw Result
7. Waiting List
8. View Randomize Vacant Quarters After Draw

h c / m



9. View Participant After Draw

Step 5: - Change Allotment Steps (Clerk)

1. Check Seniority list
2. Check Vacancy list
3. Randomize Vacant Quarters
4. Automatic Draw
5. Draw Result
6. Waiting List
7. View Randomized Vacant Quarters After Draw
8. View Participant After Draw

Step 6: - Operator (Create/Update Master Details) Step

1. Create/Update Locality
2. Create/Update Sector
3. Create/Update Pocket
4. Create/Update Block
5. Create/Update House/Flat
6. Create/Update Designation
7. Enter Allotted Flat Entry
8. Update Allotted Flat Entry
9. Vacant Quarter

Step 7: - Operator/Clerk (View Report) Step

1. Vacant Quarters Count Report (Locality & Type Wise)
2. Allotted Quarters Count Report (Locality & Type Wise)
3. Summary (Vacant & Allotted) Quarters Count Report (Locality & Type Wise)
4. Locality Summary Report

Step 8: - Engineer (AE) Step

1. Possession Quarters
2. Surrender Quarters
3. Habitable/ Un Habitable Quarters
4. Vacancy Report

STATUS OF VACANT SQ. TYPE - I
AS ON 06.07.2022

Sl.No.	Locality	Total Nos. of SQ.	Allotted/Inhabitable/used as inquiry office	List of Vacant Staff Quarters detailed as below, which may be allotted to DDA's working officers/officials	Remarks
1	Chirag Enclave, ED-7/SMD-3	12	4	FF = 2, 4, 6, 8 GF = 3, 5, 9, (7 Surrender Slip Dated 16.06.2022) Total = 8	Report as on 08.06.2022
2	Paschim Vihar Pkt.-A5 / Janta, WD - 7/ DMD-5	50	2	31A, 32A, 33A, 34A, 34B, 35A, 36A, 38A, 39A, 40A, 41A, 42A, 43A, 44A, 45A, 46A, 47A 31B, 32B, 33B, 35B, 36B, 37B, 38B, 39B, 40B, 41B, 42B, 43B, 44B, 45B, 46B, 47B 31C, 32C, 33C, 34C, 36C, 37C, 38C, 39C, 40C, 41C, 42C, 43C, 44C, 45C, 46C Total = 48	Report as on 31.05.2022
3	Janak Puri, B2B, EWS, WD-7/DMD-5	7	2	330, 331, 332, 334, 335 Total = 5	Report as on 31.05.2022
4	Lawrence Road Pkt - C-1, ND - 11/NMD-5	<u>178</u> <u>198</u>	166	33, 44, 95, 56, 37, 90, 50, 48, 41, 27, 104 Total = 12	Report as on 06.07.2022
		Total = 247	Total = 174	Total = 73	

*On receiving the latest report from concerned maintenance division vacancies may vary before computerized draw.

*pl ensure that all vacant plots available as on 8/7/2022 my se
m/8/7/2022 Considered provision.
or leave
AD (SQ)*

[Signature]
07/07/2022
DA (SQ)

STATUS OF VACANT SQ. TYPE - II
AS ON 7.07.2022

Sl.N o.	Locality	Total Nos. of SQ.	Allotted/Inhabitable/used as inquiry office	List of Vacant Staff Quarters detailed as below, which may be allotted to DDA's working officers/officials	Remarks
1	LIG, B-9, Vasant Kunj SWD - 2/SMD-1	84	45	GF = 9002, 9022, 9038, 9055, 9056, 9058, 9060, 9073, 9078, 9079 FF = 9009, 9044, 9045, 9061, 9062, 9063, 9081, 9082 SF = 9011, 9013, 9014, 9029, 9031, 9032, 9065, 9067, 9084 TF = 9015, 9016, 9017, 9018, 9033, 9035, 9051, 9054, 9069, 9070, 9071 Total = 38+1 = 39	Report as on 31.05.2022 (SQ. 9001 is being used as Enquiry Office)
2	Ber Sarai, SWD - 2 / SMD - 1	13	12	TF = 35 Total = 1	Report as on 31.05.2022
3	Rohini Sec-21, Pkt-11, 192 LIG Houses, RPD-10/RCC-1/RMD-2	50	7	GF = 11, 17, 19, 26, 27, 33, 35, 36, 41, 42, 43, 44, 50, 52, 57, 58, 59, 60 FF = 13, 14, 15, 16, 21, 22, 24, 25, 29, 30, 31, 32, 34, 37, 38, 39, 40, 45, 46, 47, 48, 53, 54, 55, 56 Total = 43	Report as on 01.06.2022
4	Hari Nagar, CC - Block (LIG), WD - 7/DMD-5	15	10	GF = 11A, 12D FF = 10D SF = 11F, 12F Total = 5	Report as on 31.05.2022
5	Madipur LIG / SFS WD - 7 / DMD-5	7	3	11A, 11B, 12C, 12A Total = 4	Report as on 31.05.2022
6	Janak puri, C4H / LIG, WD - 7 / DMD-5	36	17	108, 109, 110, 112, 113, 114, 117, 118, 119, 121, 122, 124, 126, 128, 147, 150, 152, 153, 154 Total = 19	Report as on 31.05.2022 (SQ.48 out of which 12 flats have been declared condom and abandoned hence 36 flats are habitable)
7	Rajendra Nagar, / LIG WD - 5/NMD-4	90	76	10, 22, 36, 44, 48, 54, 59, 61, 72, 77, 78, 82, 84, 89 Total = 14	Report as on 30.06.2022
8	Jai Dev Park, LIG WD - 5/NMD-4	36	5	91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 102, 103, 104, 105, 106, 107, 108, 109, 111, 112, 113, 114, 115, 116, 118, 120, 121, 123, 124, 125, 126 Total = 31	Report as on 30.06.2022
9	Munirka, SWD - 2 / SMD-1	24	20	GF = BG-4A, BF-11, BF-14, BF-15 Total = 4	Report as on 31.05.2022
10	Dilshad Garden / Block - A & C & Pkt.-E & F ED - 2 / EMD-1	75	20	GF = A-23/G-2, A-24/G-2, A-25/G-2, A-26/G-2, A-27/G-2, A-28/G-2, A-33/G-2, A-35/G-2 FF = C-25/Y-4, C-18/Y-2, C-18/Y-4, C-22/Y-2, C-22/Y-1, E-37/B, E-187/B, F-270/B SF = A-23/S-2, A-24/S-2, A-26/S-2, A-27/S-2, A-28/S-2, A-29/S-2, A-32/S-2, A-33/S-2, A-34/S-2, A-35/S-2, C-15/Z-2, C-15/Z-4, C-17/Z-3, C-21/Z-2, C-21/Z-1, E-98/C, E-125/C, E-165/C TF = A-22/T-1, A-22/T-2, A-23/T-1, A-23/T-2, A-24/T-1, A-25/T-1, A-25/T-2, A-26/T-1, A-26/T-2, A-27/T-2, A-28/T-1, A-28/T-2, A-29/T-1, A-29/T-2, A-32/T-1, A-33/T-1, A-34/T-1, A-34/T-2, A-35/T-1, A-35/T-2, E-51/D Total = 55	Report as on 24.06.2022
11	Nand Nagari, Pocket- C, ED - 2 / EMD-1	24	3	GF = C-1, C-2, C-6, C-10, C-14, C-15, C-24 FF = C-3, C-7, C-11, C-16, C-21 SF = C-4, C-8, C-12, C-17, C-22 TF = C-5, C-9, C-13, C-23 Total = 21	Report as on 24.06.2022
12	Mayur Vihar, Pkt-II ED - 14 / EMD-6	47	46	243-E (The tender work is under process) Total = 1	Report as on 25.06.2022
Total = 501		Total = 264	Total = 237		

*On receiving the latest report from concerned maintenance division vacancies may vary before computerized draw.

DD (SQ)

AD (SQ)

DA (SQ)

STATUS OF VACANT SQ. TYPE - III
AS ON 6.07.2022

Sl.No.	Locality	Total Nos. of SQ.	Allotted/Inhabitable/used as inquiry office	List of Vacant Staff Quarters detailed as below, which may be allotted to DDA's working officers/officials	Remarks
1	C-7/SDA SWD - 2/SMD-1	152	125	GF = 01, 13, 21, 41, 57, 65, 85, 93, 149, 221 FF = 18, 22, 70 , (Surrender Slip Dated 01.07.2022), 158, 222 SF = 11, 59, 82, 107, 159, 211 TF = 7, 24, 28, 148, 160, 204 Total = 27	Report as on 31.05.2022 (SQ.105 is being used as Enquiry Office)
2	Vasant Kunj Sec-A, Pkt-B, SWD - 2/SMD-1	25	21	GF = 3414 SF = 3420 TF = 3412, 3431 Total = 4	Report as on 31.05.2022
3	Vasant Kunj, Pkt-D-6, SWD - 4/SMD-2	17	17		
4	Ber Sarai SWD - 2/SMD-1	53	46	GF = 61 FF = 16, 58 SF = 46, 73, 89 TF = 92 Total = 7	Report as on 31.05.2022
5	Gazipur EMD - 2	11	7	SF = 15C, 23C TF = 19D, 20D Total = 4	
6	Hari Nagar, F -Block / MIG WD-7/DMD-5	10	9	FF = 41D Total = 1	Report as on 31.05.2022
7	Paschim Vihar at SFS/MIG Flats, Pkt. GH-12, WD-7/DMD-5	12	11	FF = 150 Total = 1	Report as on 31.05.2022
8	Dilshad Garden, A-Block, ED - 2 / EMD-1	47	12	GF = A-23/G-1, A-24/G-1, A-25/G-1, A-26/G-1, A-27/G-1, A-28/G-1, A-29/G-1, A-32/G-1, A-34/G-1, FF = A-23/F-2, A-24/F-1, A-24/F-2, A-25/F-1, A-25/F-2, A-26/F-1, A-26/F-2, A-27/F-1, A-27/F-2, A-28/F-1, A-28/F-2, A-29/F-1, A-32/F-1, A-33/F-1, A-34/F-1, A-34/F-2, A-35/F-1 SF = A-22/S-1, A-25/S-1, A-26/S-1, A-27/S-1, A-28/S-1, A-29/S-1, A-33/S-1, A-34/S-1, A-35/S-1 Total = 35	Report as on 24.06.2022
9	Pitam Pura, 112 MIG, ND-10/NMD-5	87	86	FF = (20B Surrender Slip Dated 13.05.2022) Total = 1	
10	Mayur Vihar, Pkt-III ED - 14/ EMD-6	82	78	41-D, 42-A, 32-D, 31-B (Can be allotted after minor repair) Total = 4	Report as on 25.06.2022
11	Shalimar Bagh, ND11	3	3		
12	Lawarance Road, Pkt - A-2, MIG / Janta ND - 11/ NMD-5	95	84	160-B, 160-C, 161-B, 162-D, 163-A (165-D Surrender Slip Dated 23.05.2022) 168-B, 171-C, 173-B, 174-B (178-A Surrender Slip Dated 18.05.2022) Total = 11	Report as on 27.06.2022
13	Madipur	3	2	144 Total = 1	Report as on 06.05.2022
14	Usha Nari Niketan / SMD-1	1	1	Nil	Report as on 31.05.2022
15	Nand Nagri, Pkt.-A ED-2 / EMD-1	1		GF = 42-C Total = 1	Report as on 24.06.2022
		599	502	Total = 97	

*On receiving the latest report from concerned maintenance division vacancies may vary before computerized draw.

AD/SQ on leave

DD/SQ

8/7/2022

AD/SQ

DD/SQ
07/07/22
DA(SQ)

STATUS OF VACANT SQ. TYPE - IV
AS ON 05.07.2022

Sl.No.	Locality	Total Nos. of SQ.	Allotted/Inhabitable/used as inquiry office	List of Vacant Staff Quarters detailed as below, which may be allotted to DDA's working officers/officials	Remarks
1	212 SFS Flats Pkt-I, Sec-6, Dwarka, SWD - 7	10	7	155, 187, 207 Total = 3	Report as on 05.07.2022
2	Munirka SWD - 2/ SMD-1	22	21	SF = BF-9C Total = 1	Report as on 05.07.2022
3	Ber Sarai, SWD - 2 / SMD -1	14	12	FF = 17 TF = 21 Total = 2	Report as on 05.07.2022
4	Saket, SWD - 2 / SMD-1 / SMD-5	3			
5	Rajendra Nagar / MIG WD - 5/NMD-4	16			Report as on 30.06.2022
6	C.W.G. Village, Tower -16, CGD - 1	30	30	102.	
7	Ashok Vihar, PH-III, Pkt-A, (MIG), ND - 11/NMD-5	1			
8	S. J. Enclave, SWD - 2	4	3	FF = A-2/157/2 Total = 1	Report as on 05.07.2022
9	Lawrence Road, MIG, Pkt - C-7, ND - 11/ NMD-5	4	2	SF = C-7/Z-4 Floor NA = B-2/48-D Total = 2	Report as on 05.07.2022
10	SDA / Usha Niketan, SWD - 2	01			
11.	Lodhi Road, CGD- 1	01		185	
		Total = 106	Total = 44	Total = 10	

AD/SC
26/07/22

DD/SC

8/7/22

06/7/22
DA/SC