

**DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE DIRECTOR (LC)**

93.62
Date 12.12.08
File No. D-15/0

No. PS/PC/DY No. 153/160

T.L.B.O.
Diary No. 730
Date 2/12/08
CAVUN ZIDDA

Dated: 21-11-2007

Office of Dy. CAO (NZ)

Diary No. 120

Date 21/2/08

CIRCULAR

Subject: Streamlining of the Procedure of Temporary Allotment of Land.

In supersession to all previous circulars/instructions on the subject, Vice-Chairman, DDA is pleased to revise the rate structure/guidelines for booking of Community Halls and temporary allotment of land for social, religious, commercial purposes and Circus as under:

11/7/08
50/6/11
11/9/08

I. Community Halls

i) Category-A

Located in the vicinity of MIG/HIG & other posh colonies

Rate

Rs.4/- per sq.mtr per day for open area within Community Hall premises & Rs.8/- per sq.mtr per day for built-up area.

CE (NZ) DDA
fncd/CE (NZ) 14/11/08
my 15/11/08, AC/CAJ (NZ)
(AE/TLB to no. 2 (NZ), (AE/ND 3),
AE/ND 9, (Term No-1)
& (AE/ND-10 (Term No-2))

ii) Category-B

Located in the vicinity of LIG/MWS and other weaker section colonies or colonies located in slum areas or near to slum areas/unauthorized colonies/JI colonies.

Rate

Rs.2/- per sq.mtr per day for open area within Community Halls premises & Rs.4/- per sq.mtr per day for built up area.

Note:-

(a) The List of the Community halls which are under operation with DDA will be provided by the concerned CE's of the zone to the CE(HQ) to decide the rate/specific category i.e. Category A or Category B of the Community Hall.

(b) The booking charges for community hall exclusively meant for DDA staff would continue at existing rates.

II. Rate of Open Air Theatre at Utsav Ground, I.P. Extension:

Rs.4/- per sq.mtr per day for open space and Rs.11/- per sq.mtr per day for built up area.

EATB
Dr. 11/12/08
S. V. Singh
S. S. Singh

MR. JAGDISH CHANDER
13/12/08
to board office

Pl. study. In case of any change in the prescribed procedure then the notified rate will be notified.

III. Temporary allotment of land

i) Category - I Nominal fee Category

For the religious functions (such as Ram Navmi, Janamashmi, Dusshera, Durga Pooja etc.) or socio-religious or spiritual functions (like Katha, Navratras, Satsang etc.) where no entry fee, gate fee etc. is charged, the land will be allotted without any licence fee. Yoga/meditation, Blood donation camp, free health checkup camp and other voluntary services organized by registered organizations/NGO's/RAW's/charitable trust for the purpose of social cause where no entry fee is charged shall also be allowed free of any charge. The area so allotted shall not exceed 5000 sqm. The maximum period of allotment shall be 15 days including the period of erection, de-erection of tents etc. E/M/DDA may extend the maximum period and area as per merit of the case, if required.

ii) Category -II Nominal fee Category

- a) If the above activities under category-I are combined with stalls, shops, joy rides or other recreational activities or any charitable activity (other than commercial activity) with or without charge of entry fee, nominal licence fee for entire area of land allotted under this category shall be charged at the rate of Rs.4,000/- per day for 1000 sqm or part thereof. However, the area for shops, Joy rides stall etc. shall not occupy more than 25% of the total area allotted or 1000 sqm whichever is higher. For an area exceeding 25%, the recovery at double the rate shall be made.
- b) Licence fee for social activities like marriages, Akhand Path, Kirya ceremonies and socio-religious category like Diwali Mela & School fete etc. shall be Rs.4,000/- per day for 1000 sq.mtr or part thereof.

iii) Category -III Commercial Category

For the land allotted for exhibition, clearance sale or other commercial purposes the commercial rate of licence fee will be charged. In such cases there shall be no area restriction. The rate under this category shall be Rs.26/- per day per square meter and maximum period of allotment shall be for 45 days. This rate shall however be reviewed after one year to see whether any further change is required or not.

IV. Temporary allotment of land for Circus

Rs.1,500 for 1000 sq.mtr or part thereof per day.

V. Cleaning Charges for temporary allotment of land and Community Halls

One time charges @Rs.1/- per sq.mtr (Rs.1000/-per 1000 sq.mtr. or part thereof) irrespective of the booking period. Cleaning for intervening period during the allotment shall be the responsibility of the licensee.

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VI. Security Deposit

i) Vacant land

The security deposit for temporary allotment of land shall be @5000/- for every 1000 square meters of land and part thereof.

ii) Community Halls

Security Deposit in respect of Community Halls shall be equivalent to licence fee for one day for both categories.

VII. Refund on A/c of cancellation of booking

90% if intimation of cancellation is made before one month of the date of function. 50% if intimation is made before 15 days of the date of function subject to request being properly diazied. No refund shall be allowed if intimation is within 15 days from the date of function.

Security and cleaning charges shall be refundable in full in case of cancellation of booking.

VIII. Period of Advance booking

Upto one year in advance of the function date subject to availability on first come first serve basis. -

IX. Period of booking.

Minimum & maximum number of days for which booking shall be allowed with reference to type of function i.e. marriage, Sagan/tika, birthday shall be as under:-

i) Community Halls

Minimum 1 day & Maximum not exceeding 4 days.

ii) Vacant land for marriage etc.

Minimum for 2 days & maximum not exceeding 4 days

iii) Vacant Land for Religious/ Social functions

Maximum booking period shall not exceed 15 days. However EM may extend the period as per the merit of the case.

iv) Vacant Land for Commercial purposes

For Commercial purposes maximum period of booking shall be 45 days.

X. Staff of DDA including retired employees in respect of allotment of land & Community Hall.

- i) The rate would be 50% of the rate for religious and social purposes only. There would be no security for religious and social purposes. Identity card would be the deposit. The concessional rate for the staff can be availed of only for the immediate family which would include self, spouse, unmarried children and unmarried brothers and sisters. Proxy booking will invite penal and disciplinary action.
- ii) The booking charges for community halls exclusively meant for DDA staff would continue at existing rates.

XI. Automatic Escalation

An automatic escalation @10% shall take effect from April 1 after every Two years over that of the previous rate for all categories. First such enhancement shall be due on 1-4-08.

XII. General

- a) No grace period free of charge shall be allowed for removal of the tent material.
- b) A/E/ME in charge to ensure that tents are dismantled within prescribed period for which charges have been recovered. If tents are not dismantled these will be got dismantled at the risk & cost of the licensee and for extra days double rates shall be charged.
- c) For any violation security to be deducted to the extent of damage/ recovery amount subject to maximum of security deposit.

These orders will come into force with immediate effect. Terms & Conditions/Fire Safety measures/Firms for temporary booking, specimen of Affidavit and permission letter are enclosed.

(PRAHLAD SINGH)
DIRECTOR(LC)

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AFFIDAVIT

I, _____ son/daughter of _____
Resident of _____ for hereby solemnly affirm and declare as
under:-

1. That I want to book the DDA land for the marriage of my _____.
2. That I will not use more then the specified area mentioned in the application form.
3. That photo copy of ration-card is enclosed along with the application.
4. That I will submit the invitation card of marriage function to your office before 15 days of marriage function.
5. That I will remove the tents after the marriage function.
6. From the date of approval of application, I will deposit the booking chares within 3 days and submit the photo copy of cash receipt other-wise my booking may be treated as cancelled.
7. I shall abide by the terms & conditions of the allotment and shall also follow safety measures as applicable.

DEPONENT

VERIFICATION :-

Verified at Delhi, on this _____, that the contents of this affidavit are true to the best of my knowledge and belief.

DEPONENT

and

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**FIRE SAFETY MEASURES FOR TEMPORARY STRUCTURES AND
PANDALS/SHAHMIANAS**

At the time of granting the permission for pitching up the shahmianas at a particular place it will be the responsibility of licensing authority to ensure these conditions at S. No.1 to 31.

1. No part of the pandal shall be more than 45 m. away from motor able road.
2. No pandal/temporary structure should be erected beneath any live electrical line. The gap between the live wire and the shamiana should not be in any case less than 6 ft.
3. No temporary/structure/shamiana should be erected near a furnace, railway lines, electrical sub-station, chimney or like hazard unless a safety distance of 16 meters is maintained.
4. There shall be a clear opening of not less than 5 m. and archway (if any) shall not be of height less than 5 m. and more than 8 m.
5. The main structure shall be erected with at least 4" diameter wooden post (preferably of Sal, solid wood casuarinas or bamboo or metal pipes) and rest of the structures may of lighter polls and trusses, tied properly.
6. No nylon rope should be used anywhere in the pandal. Only rope made of coconut fiber or manila ropes should be used for the construction of the shamiqanas.
7. The height of the ceiling of the structure of pandal from the ground shall not, in any case, be less than three metres.
8. Every pole in the pandal should be tied to a rope and fixed firmly either in the ground or to any firm object to prevent any mishap on account of high velocity of wind.
9. All sides of the temporary structure of the pandal should be left open. If this is not possible for certain reasons, in that case, the lower portion of the side walls shall not be secured so that in case of emergency the same could be used for evacuation.
10. In case of marriage pandals 60% of the pandal shall be without roof & 40% with roof in summer. In winter 50% will be open & 50% covered.
11. Decorative papers, synthetic materials/plywood etc. of any kind should not be used anywhere in the pandal.
12. There should be a clear space of 4.5 mtrs. on all sides between the structure and the adjacent building or other structures. In cases, where these pandals are erected in the small lawn which are part of residential premises, the entire frontage should be kept open. If the depth of the pandal is more than 10 mtrs. Shall be provided on opposite side.
13. The line of travel from any seat to the nearest exit on the sitting area shall not be greater than 15 mtrs.
14. A minimum of two exists separately located, and remote from each other should be provided for any type of temporary structure. Each of these exit should be of minimum 3 mtrs width.
15. In case of pandals being used for political gatherings, religious functions, annual school functions etc. wherever barricading is provided/installed inside the pandal, the same should not create any hinderance in orderly evacuation/movement of public in case of emergency.
16. All exit points should be clearly indicated with the sign "EXIT" lights should be adequately illuminated or the exit board should be painted with fluorescent paint.
17. The electric wires used for the electrification in the shahmiana should be in good conditions and in any case no open wire should be used for the electrification.

me

18. No part of the electrical circuit in the structure of pandal shall be within 15 cms of any decorative material from the roof.
19. In case gas/portable lights instead of electricity are used in the structure of pandal, such lights shall not be hung from the ceiling of the main structure or pandal but shall be placed on separate stands securely fixed.
20. Wherever the metal frame structure is used for erection of shamiana, the frame work shall be earthed properly to avoid electrocution due to short circuiting.
21. All the electrical wiring in the structure of pandal shall be in PVC sheathed conductor or vulcanized rubber cables of tough rubber and all joints shall be made with porcelain insulated connector. Twisted and tapped joints shall not be permitted. The copper wiring of adequate rating shall only be used for internal wiring.

As far as possible electrical wiring of different material such as copper & aluminum shall not be used as the joint tied to become loose after some time and cause sparking.

22. MCRs and ELCRs shall be used in the electrical circuit.
23. Halogen lamps should not be used anywhere inside the pandal.
24. One bag of dry loose sand shall be kept near the electric main switch board.
25. Electric wiring shall not be laid below the carpets. Proper metal conduits/channels should be used for this purpose.
26. Sufficient Nos. of battery operated emergency lights shall be provided in the escape routes.
27. No fire works or open flames of any kind shall be permitted in the temporary structure or in the immediate vicinity.
28. The kitchen area should be totally segregated minimum 10 m from the main pandal.
29. Water supply shall not be less than 0.75/sq.mt of covered area in pandal subject to minimum two 200 ltrs drums of water which should be evenly distributed, each drum will be provided with 2 buckets.
30. It should be the responsibility of the licensed electrical contractor to provide for two fire extinguishers of CO2 having capacity of 4.5 kg. (one at electrical distribution board and other at kitchen).
31. Storage of any kind of fuel should be banned inside the pandal and no easily combustible material like wooden shavings, straw, flammable and explosive chemical should be stored inside the temporary structure.

and

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DELHI DEVELOPMENT AUTHORITY

No. _____

Dated: _____

To, _____

Sub: Permission for temporary use of vacant land measuring _____ sq.mts. on
date _____ to _____ for religious/social/marriage function at
site _____

Sir/Madam,

Please refer to your application dated _____ regarding booking of vacant land for
temporary use to hold religious/social/marriage function. You are hereby granted permission to
hold _____ religious/social/marriage function on _____ account of
_____ DDA's _____ land at
on _____ to _____ for temporary use on the following terms & conditions as already accepted
by you:-

1. The said booking for temporary use permitted above shall not be misused for any other purpose. If any misuse is found at site, the land shall be vacated with force without any notice in this regard and DDA shall not be responsible for any damages or loss on this account. In such eventuality, your security deposit shall stand forfeited.
 2. The said land shall also be evicted forcibly at your risk and cost if more land is encroached then permitted above or more then the permitted days as above. Under such circumstances, DDA shall not be responsible for any damages or losses to your moveable properties. Your security deposit shall also be forfeited under such circumstances.
 3. The proxy booking is not allowed. In case it is found by the field staff of DDA that temporary booking has been obtained by you misrepresenting the facts, and/or practicing any fraud and/or through impersonation, the permission so granted shall automatically stand cancelled and you will be liable for eviction forcibly, besides criminal proceedings and forfeiture of your security deposit, DDA shall not be liable for any damage and/or losses sustainable to you during such forcible eviction.
 4. It must be ensured that no DDA's property such as boundary wall, grill fencing, gates, roads & trees etc. is damaged. In case of any damage in this regard your security shall stand forfeited besides recovery of the value damage.
- P.S.

5. You will have to ensure the fire safety norms prescribed by the Chief Fire Officer, GNCTD. DDA shall have no responsibility of any fire accident or otherwise due to your slackness, carelessness or sheer negligence. (Copy enclosed)
6. No parking vehicles inside the DDA's vacant land is allowed.
7. You will have to make your own arrangement for water, electricity etc.
8. Use of Loud Speakers, Djs, Musical instruments and Band etc. is subject to various Acts/Laws in force and you will have to get permission where it required from the authority concerned.
9. In case the booking is cancelled due to any reason by you and the intimation of this cancellation is made before one month from the date of function you shall be entitled for 90% refund and 50% refund if intimation is made before 15 days from the date of function. No refund shall be allowed if the intimation is within the 15 days from the date of function. Such refund shall be allowed only on properly diaries requests and these orders shall be applicable with prospective effect
10. Booking as permitted above is non-transferable. In case of unauthorized transfer of booking is detected by the field staff of DDA, both the parties i.e. unauthorized transfer and transferee shall be liable for penal actions besides eviction and forfeiture of security deposit.
11. DDA reserves the right to cancel the said permission without any notice in case of violation of the said terms and conditions.
12. DDA also reserves the right to withdraw permission under forced circumstances without any liability or claim of damages and losses from your side.

This issues with the approval of Competent Authority.

Assistant Accounts Officer
CAU-(Concerned), DDA

Copy to:-

1. PS to CE(Concerned)DDA
2. SE(HQ)Concerned/DDA
3. Checking Team
 - (i)
 - (ii)
4. Dy. C.A.O(Concerned)/DDA
5. Shri _____, AE, ND- _____ / Team No. _____
6. Shri _____, JE, ND- _____ / Team No. _____
7. Booking Clerk
8. Guard File.

Assistant Accounts Officer
CAU-(Concerned), DDA

Ad

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TERMS & CONDITIONS FOR TEMPORARY ALLOTMENT OF LAND FOR MARRIAGE/RELIGIOUS/SOCIAL FUNCTION

1. The said booking for temporary use permitted above shall not be misused for any other purpose. If any misuse is found at site, the land shall be vacated with force without any notice in this regard and DDA shall not be responsible for any damages or loss on this account. In such eventuality, your security deposit shall stand forfeited.
2. The said land shall also be evicted forcibly at your risk and cost if more land is encroached then permitted above or more then the permitted days as above. Under such circumstances, DDA shall not be responsible for any damages or losses to your moveable properties. Your security deposit shall also be forfeited under such circumstances.
3. The proxy booking is not allowed. In case it is found by the field staff of DDA that temporary booking has been obtained by you misrepresenting the facts, and/or practicing any fraud and/or through impersonation, the permission so granted shall automatically stand cancelled and you will be liable for eviction forcibly, besides criminal proceedings and forfeiture of your security deposit, DDA shall not be liable for any damage and/or losses sustainable to you during such forcible eviction.
4. It must be ensured that no DDA's property such as boundary wall, grill fencing, gates, roads & trees etc. is damaged. In case of any damage in this regard your security shall stand forfeited besides recovery of the value damage.
5. You will have to ensure the fire safety norms prescribed by the Chief Fire Officer, GNCTD. DDA shall have no responsibility of any fire accident or otherwise due to your slackness, carelessness or sheer negligence. (Copy enclosed)
6. No parking vehicles inside the DDA's vacant land is allowed.
7. You will have to make your own arrangement for water, electricity etc.
8. Use of Loud Speakers, Djs, Musical instruments and Band etc. is subject to various Acts/Laws in force and you will have to get permission where it required from the authority concerned.
9. In case the booking is cancelled due to any reason by you and the intimation of this cancellation is made before one month from the date of function you shall be entitled for 90% refund and 50% refund if intimation is made before 15 days from the date of function. No refund shall be allowed if the intimation is within the 15 days from the date of function. Such refund shall be allowed only on properly diaries requests and these orders shall be applicable with prospective effect
10. Booking as permitted above is non-transferable. In case of unauthorizedly transfer of booking is detected by the field staff of DDA, both the parties i.e. unauthorized transfer and transferee shall be liable for penial actions besides eviction and forfeiture of security deposit.
11. DDA reserves the right to cancel the said permission without any notice in case of violation of the said terms and conditions.
12. DDA also reserves the right to withdraw permission under forced circumstances without any liability or claim of damages and losses from your side.

I accept the above stated terms & conditions.

Signature _____
Name _____
Address _____
Phone No. _____

and

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3. Pay Order No. _____ dated _____
Drawn _____ for
Rs. _____ against
Booking charges of site No. _____
At _____
Is received and taken into DDA's account vide cash receipt No. _____ dated _____

A.A.O./CAU/concerned

Letter conveying acceptance is issued vide No. _____ dated _____

A.A.O./CAU/concerned

And

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DELHI DEVELOPMENT AUTHORITY

Price: Rs.100/- (for one set of 3 copies)

**FORM FOR TEMPORARY BOOKING OF VACANT LAND
AT _____**

1. Name of Applicant : _____
2. Age : _____
3. Address : _____
: _____
: _____
4. Telephone No. : _____
5. Area required : _____ Sq.mtr. only.
6. Purpose of Booking in case marriage function then please state the name of the Bride/ Groom the relationship with the Bride/Groom. : _____
: _____
: _____
7. Date of Temporary Booking or Period for which the allotment is sought. : _____
8. Total No. of days : _____
9. Preference of Sites :
A : _____
B : _____
C : _____
10. Whether Employee of DDA : _____
11. If so, I-Card No. : _____
12. Any other information : _____
: _____

- (i) Certified that temporary booking of land is required for bonafide purpose and use as mentioned above. In case, it is found proxy booking, at any stage, I shall be liable for penal action besides denial of booking.
- (ii) I have read all the terms and conditions of temporary booking of vacant land and I hereby undertake to abide by the same if temporary booking is permitted.

(iii) I undertake that I shall complete all the formalities within 3 days from the date of accepting the application failing which my application may be treated as withdrawn.

It is certified that information above is correct, I agree to abide by all the conditions of temporary allotment. In the event of any incorrect, misleading or wrong information I will be liable for action.

(Signature)

FOR OFFICE USE ONLY

The site in demand is available for temporary allotment. The documents are in order. The site may please be booked for function as per details given by the applicant. Recommendations for booking of function site on temporary basis subject to receipt of booking charge, security deposit, cleaning charges and service tax as admissible.

1. (i) Booking charges @ Rs. _____ for _____ Sq.mtr.	=	Rs. _____
(ii) Cleaning charges @Rs. _____ per day for _____ days	=	Rs. _____
(iii) Security Deposit	=	Rs. _____
(iv) Service Tax @	=	Rs. _____
Total Booking Charges	=	Rs. _____

Assistant Engineer
Team No. _____

Junior Engineer

2. I have checked the booking charges and found correct or corrected. Please allow booking.

Dy. CAO(concerned)

A.A.O.(CAU) concerned

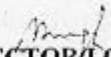
Booking Clerk

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Copy to:-

1. OSD to VC, DDA
2. Engineer Member, DDA
3. Finance Member, DDA
4. Principal Commissioner, DDA
5. Chief Accounts Officer, DDA
6. Commissioner(Housing), DDA
7. Commissioner(LD), DDA
8. Commissioner(LM), DDA
9. All Zonal Chief Engineer(Civil) and Electrical & Chief Engineer(HQ), DDA
10. Director(Works), DDA
11. Director (Horticulture) North & South, DDA
12. Director(Vigilance), Director(Inspection), Director(Nazarat), and FA(H), DDA
13. Director(System) with the request that this may be placed on DDA web site.
14. All Zonal Dy. CAO's, DDA


DIRECTOR(LC)