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Dated :- 27/02/2012

To

Planning Commissioner  
DDA  
Delhi

OFFICE OF THE DIR (Plg.)  
MPR/TC, D.D.A. N. DELHI-2  
Dy. No. 4027  
Dated 13/6/12

Commr. (Plg.)-I's Office  
Diary No. A-683  
Date 12-3-12

Subject :- Suggestion for MPD -2021

Dear Sir

12/3/12  
ACCAP/OSD(P4)  
Dir(C&S)

We are resident of Punjabi Bagh falling under zone as classified under MPD-2021. We really appreciated that suggestion are being invited for amendements to be made the MPD 2021.

Sir, we have been residing in the area for the last 30 years and feel there is dire need for change in master plan in the scheme of residential group housing societies for the plots measuring 3000 sq mtrs & above.

1165/1302 &  
15-3-12

According of the policy there should be at least 18 mtrs road in front of the property how ever we donot have such big street in our colony.

So, I request you to Kindly reduce it as much as possible, as there is a huge requirement of housing in our area.

Regards

Vinod Kumar

Mid term Review matter. This should be a separate file to deal with such matter.

19/3/12

T.D (Plg.)  
A.D (row-5)  
19.3.12

Dir  
2/93-12

1079/Dir (Plg)  
21-2-12

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DELHI DEVELOPMENT AUTHORITY  
OFFICE OF DIRECTOR (PLANNING) MPR  
6<sup>TH</sup> FLOOR, VIKAS MINAR, NEW DELHI

No. F.1(20)2012/Dir. (Plg)MPR/TC/77

Dated: 16/2/12

**Sub: Processing of suggestions received towards review of MPD-2021.**



This is in continuation to letter of even No. D-70 dated 8.2.2012 forwarded to all Directors (Planning) through respective Additional Commissioner (Planning).

The Public Notice for receiving the suggestions by the respective units is likely to be issued shortly. In order to process the suggestions to be received by the respective units, the standard instructions along with format is enclosed herewith. All the Directors (Planning) are requested to take necessary action for processing all the suggestions on Top Priority.

*[Signature]*  
(I.P. PARATE) 16/2/12  
Director (Planning) MPR

- Director (Plg) Zone A & B,
- Director (Plg) Dwarka,
- Director (Plg) Narela, Zone P-I & P-II
- Director (Plg) Rohini Zone M & N
- ✓ -Director (Plg) Zone C & G,
- Director (Plg) Zone E & O
- Director (Plg) Zone D
- Director (Plg) Zone F & H
- Dy. Director(Plg) Zone J.

Copy for information to :

1. Commissioner (Plg)-I
2. Commissioner (Plg)-II
3. Addl. Commissioner (Plg) AP
4. Addl. Commissioner (Plg) UTTIPEC & D Zone
5. Addl. Commissioner (Plg) UE & P
6. O.S.D. (PLG) MPR
7. Dy. Director (Plg) V.C. Office

*[Signature]*  
AD/CA

*[Signature]*  
21/02/12

*[Signature]*  
an Jadh

*[Signature]*  
13/3/12

St. Astok

The matter regarding processing of suggestions however we may kept it in concern file if agreed.

*[Signature]*  
13/3/12

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**DELHI DEVELOPMENT AUTHORITY**  
**OFFICE OF DIRECTOR (PLANNING) MPR**  
**6<sup>TH</sup> FOOR, VIKAS MINAR, NEW DELHI**

No. F.1(20)2012/Dir. (Plg)MPR/TC/70

Dated:

**Sub: Processing of suggestions received towards review of MPD-2021.**  
**Standard operating Instructions (S.O.P.):**

**1. Actions by respective Director (Planning) Units of respective zones:**

- i) The suggestions received by Post be given Dy. No.
- ii) The hard copies of the suggestions received by e-mail be taken and given Dy. No.
- iii. A separate diary register for suggestions be maintained.
- iv The original suggestions received during the week (Monday to Friday) I be compiled in file/folder with master sheet as per the sample enclosed as Annexure-I.
- v All the original suggestions received along with master sheet be forwarded to Director (Plg) MPR. Sample note sheet of the file enclosed as Annexure-II.
- vi The photo copies of all the suggestions be retained by the respective Planning Units for further examination and processing.
- vii All the suggestions received be examined and a summary of each suggestion be prepared in the standard format enclosed as Annexure-III.
- viii The suggestions related to specific zone, be further examined by the concerned Director (Planning) unit.
- ix The suggestions related to common policy matters to be identified separately and forwarded to Director (MPR) along with summary for further necessary action.

**2. Actions by Director (Planning) MPR Unit.**

- i) On receipt of the suggestions in the file/folder by all the concerned units, identification number for each suggestion be given on master sheet.
- ii Photo copy of the filled up master sheet be returned to the concerned Director (Plg) for using identification number given by M.P.R. Section for all further processing / correspondence.
- iii The original suggestions to be scanned in P.D.F. Format for up-loading on DDA website.
- iv All the suggestions be categorized as per chapters, issues etc. for generating U.I.D. with the help of consulting I.T. agency in the process of appointment by the Systems Department of D.D.A.

**Common Note:**

- i In order to avoid repeated typing work, the soft copy of the summary, master sheet in Annexure-III etc. be forwarded by e-mail to Director (MPR).
  - ii Efforts be made to forward the suggestions received during Monday to Fridays by respective Director (Planning) Units to Director (MPR) by following Tuesdays.
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Annexure-I  
Sample Master Sheet  
DELHI DEVELOPMENT AUTHORITY  
OFFICE OF DIRECTOR (PLANNING) .....

File No.

Date:.....

Sub: Review of MPD-2021- Suggestions received during period .....to .....

| Planning Unit<br>Diary No. | Date of<br>receipt in<br>the unit | Name & address of the<br>person / RWA<br>/Association etc who<br>made the suggestions | No. of<br>pages<br>received of<br>each<br>suggestions | IDENTIFICATION<br>NO. BY MPR UNIT<br>(Not to be filled by<br>the concerned<br>unit) |
|----------------------------|-----------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1                          | 2                                 | 3                                                                                     | 4                                                     | 5                                                                                   |
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|                            |                                   |                                                                                       |                                                       |                                                                                     |

Director (planning) concerned.....

(signatures)  
DY. DIRECTOR (PLG)

For official use by MPPR Unit

The Identification number has been provided to above suggestions. Photocopy of the same is returned to concerned unit for record. In future the number given in column 5 by MPR section may please be quoted for reference pl.

DIRECTOR (PLG) MPR

(signatures)  
DY. DIRECTOR (PLG) MPR

DIRECTOR (PLG)



Sample Note Sheet of the file

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF DIRECTOR (PLANNING) .....  
New Delhi - 110002  
Phone No. (011) .....

File No.

Dated:

Sub: Review of MPD-2021- Suggestions received during period ..... to .....

This is with reference to advertisement published in news paper on .../02/2012. Regarding zone wise suggestions for review of MPD-2021. The list of suggestions received during period ..... to ..... are placed opposite at ..... to ..... as follows-

- i) Master Sheet giving details
- ii) Originals of the suggestions

2. The photocopies of these suggestions have been retained in the unit for further examination and processing.

(signatures)  
DY. DIRECTOR (PLG)

DIRECTOR (PLANNING) .....

DIRECTOR (PLANNING) MPPR

Copy for information to-

- Addl. Commissioner (Plg) .....
- O.S.D. (Plg) MPPR

