DELHI DEVELOPMENT AUTHORITY
[Staff Quarter Allotment Branch]

Dated: 17/3/2020

No.F1(9)/2014/SQ/DDA/ /186

Sub: Inviting applications for allotment of Staff Quarters 'On-line'.

As is aware, requests for allotment/change of floor/locality of DDA Staff Quarters were being considered by a Committee, considering the provision/rules & regulations of Directorate of Estates, Govt. of India. The process of allotment was manual.

2. Now, it has been decided by the Competent Authority that henceforth, the process of allotment/change of floor/locality in respect of Type-I to Type-IV DDA Staff Quarters, will be made 'On-line' through "Staff Quarter Allotment System". 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 Mannual' appended herewith (Annexure-A). Once the officer/official is registered, he/she can apply for allotment of the vacant Staff Accommodation.

3. The vacancy position as on 13.03.2020 for Type-I to Type-IV category Staff Quarters is detailed as below:-

Type	Type-I	Type-II	Type-III	Type-IV
Nos.	97	241	41	13

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

5. 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%

6. 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.

7. 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.

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

9. 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 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.

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

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 30 days w.e.f. 17.03.2020 to 16.04.2020.

(Brijesh Sharma)
Dy. Director (SQ)

Encls. (i) Operational Mannual – 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.

17/03/2020
Dy. Director (SQ)
Delhi Development Authority

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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

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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 Randomizé 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

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