



DELHI DEVELOPMENT AUTHORITY
[Staff Quarter Allotment Branch]

No.F1(9)/2014/SQ/DDA/ 771

Date: 14/10/19

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 Manual' appended herewith (Annexure-A). Once the officer/official is registered, he/she can apply for allotment of the vacant Staff Accommodation.

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. 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%

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 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. 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.

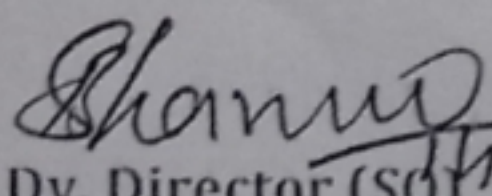
11. The process of Online registration and submission of application shall remain open w.e.f. 14.10.2019 to 31.10.2019.

(Brijesh Sharma)
Dy. Director (SQ)

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 Officers/Field Offices.


Dy. Director (SQ) 14/10/19
Delhi Development Authority