

File No. 9/2/2015-ddvi
Government of India
Ministry of Housing and Urban Affairs
(Delhi Division)

सुभाध्यक्ष कार्यालय
डाकरी सं. 3296-B
दिनांक 29/11/19

O/o Commr. (LMA)
Diary No. 1854
Dated 2-12-19

आयरी नं. 8672
दिनांक 03-12-19

Nirman Bhawan, New Delhi,
Dated the 28th November, 2019

To

The Vice-Chairman,
Delhi Development Authority,
Vikas Sadan, INA,
New Delhi.

O/o Pr. Commr. (Coordn.)

Diary No. 1301-C

Date 2/12/19

पुणे प्रबन्धक सहायक
आयरी नं. 6073
दिनांक 06/12/19

Sub : Procedure for processing application for conferring rights in UCs.

Sir,

I am directed to refer to Delhi Development Authority's e-mail dated 20.11.2019 seeking amendment in Procedure for processing application for conferring rights in UCs, annexed to the National Capital Territory of Delhi (Recognition of Property Rights of Residents in Unauthorised Colonies) Regulation, 2019 and to convey the approval of the Hon'ble Minister of State (Independent charge), Ministry of Housing & Urban Affairs, to the amendments as proposed by DDA, copy of which is enclosed

Encl: As above

Yours faithfully,

M.K. Sharma
(M.K. Sharma)

Under Secretary to the Government of India
Tel. No. - 011-23063267

Copy for information to:

1. PS to AS (H), Ministry of H&UA, Nirman Bhawan, New Delhi.
2. Director (Delhi Division), Ministry of H&UA, Nirman Bhawan, New Delhi.
3. DS (Delhi Division), Ministry of H&UA, Nirman Bhawan, New Delhi.

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Procedure for processing application for conferring rights in UCs

(See regulations 5(4))

1. **Portal:** DDA will develop a portal and empanel agencies for fixing Geo-coordinates. DDA will also open Help Desks to assist the applicant.
2. **Registration and filing of Application:** Applicant will register and apply on the portal by providing basic information & uploading necessary documents.
3. **Drawing Upload:** On applicant's request, empanelled agency will visit, prepare and upload the Geo-coordinates and key-plan on DDA portal.
4. **Publishing Applications:** Basic details of applicants and property applied for conferment of rights will be displayed on DDA website for filing objections, if any.
5. **Fixing of Inspection:** DDA team will make visit to physically verify the property.
6. In case, any deficiency is found in the application or during inspection, DDA will raise a Deficiency Memo, which will be communicated to the resident/applicant who may reply point-wise on the portal.
7. **Scrutiny and Approval:** The approving authority shall examine application, inspection memos, objections, if any, and replies to DMs. He may approve or reject the application. In case any person has filed objection, he will be heard before deciding the matter as summary proceedings
8. **Payments:** The applicant will pay the assessed charges shown on the portal through online payment gateway or through online challan.
9. **Execution of the Conveyance Deed/Issuance of Authorization Slip:** The conveyance deed /authorization slip will be executed/issued by DDA after verification of all original documents.
10. **Rejection or Dispute resolution:** On rejection of application or in case of any dispute, the applicant may submit representation to Designated Authority in DDA, which shall be decided within 90 days of receipt of the representation.
