

**DELHI DEVELOPMENT AUTHORITY
(LAND COSTING WING)**

(i) The department is headed by Director (LC), who reports to Finance Member. He is assisted by Dy.CAO and 5 AOs/Sr.AOs and the main functions/duties of the Land Costing Wing is as under :

1. Break even rates Analysis and fixation of pre determined rates
2. Valuation of land
3. Fixation of Institutional Rates
4. Fixation of Licence Fee/Permission fee
5. Maintenance of Demand & Collection Registers & Revenue ledgers
6. Calculation of Miscellaneous Charges i.e. UEI, Misuse charges, damage etc.
7. Conversion of Lease Hold properties in free hold.
8. Recovery of ground rent from the lessees(s).

General

Land costing Wing has, also, been assisting in the formulation of various policies in coordination with the Land Management and Land Disposal wings as well as for scrutiny of financial viability of various projects in coordination with the engineering wings where necessary.

(ii) Duties of its officers and its employees has been explained in the foregoing point whereas the powers assigned to its officers to perform its duties is as under :

<u>Sl.No.</u>	<u>Desgn.</u>	<u>Powers</u>
a)	With regard to approval of misuse charges.	
(i)	A.O.	to approve misuse charges upto 15000/-.
(ii)	Dir.(LC)	upto Rs.1 lac.
(iii)	F.M.	full powers exceeding Rs.1 lac.

(source F.&E16(35)68/Pt.I/369 dt.31.5.96 9copy enclosed)

- b) With regard to refund cases.
 - (i) A.O. to make refund upto Rs.25,000/-
 - (ii) Dy.CAO(LC) upto Rs.2 lacs.

- (iii) Dir.(LC) full powers except in cases of refund due to reduction of cost.
- (iv) F.M./DDA full powers to refund due to reductions of cost.
- c) To accept Bank's certificates in the absence of credit verification

S.N.	Officers to whom <u>powers delegated</u>	Extent of powers <u>delegated</u>
1.	Sr.A.O./A.O.	Rs.2,000/-
2.	Dy.CAO(LC)	Rs.5,000/-
3.	Director (LC)	Rs.10,000/-

In the cases, where the allottee is not in a position to produce the Bank Certificate because of the vintage of payment being longer than three years, the following further powers are delegated subject to furnishing an Indemnity Bond by the allottee to the various officers of the L.C.Wing :

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| (i) | Sr.A.O./A.O. | Rs.500/- |
| (ii) | Dy.CAO(LC) | Rs.2,000/- |
| (iii) | Director (LC) | Rs.5,000/- |

(Source : Circular No.F.2(73)2000/AO(P)/DDA/89 dt.10.5.2000 (Copy enclosed)

The duties of its officers and employers are part and parcel of the activities, functions of LC wing which have been enumerated in pt.no.I.

(iii) As can be gathered from the organizational chart (copy enclosed) of LC Wing that policy decision or routine work is being initiated by the D.A. under the supervision of AAO, A.O. However, policy decisions and cases which requires the approval of higher authorities as per the Delegation of Financial Powers are being submitted to Dy.CAO(LC), Dir.(LC) & F.M. as per the requirement of the case. Keeping in view the requirement of the case the file is being even mooted upto the level of LG/Delhi who is ex-officio chairman of the DDA.

(iv) Functions of the LC Wing for discharge of its duties is governed like other Govt. deptt. by the various rules and regulations, code of conduct. However, norms/targets are being fixed every year in the form of Annual action plan (copy of the Annual Action Plan for 2005-06 is enclosed for

ready reference) which is like a lamp post for the guidance and the path to be adopted during the year and in discharge of its duties efficiently.

- (v) The following categories of the documents are held by the LC Wing :
 - a) Revenue ledgers for keeping the account of ground rent.
 - b) D & C Registers for keeping the account of premia of the plots.
 - c) Project accounting and the record containing Pre-Determined Rates
 - d) Auction rates.
 - e) Rates for calculation of misuse charges.
 - f) Damage rates.
 - g) Rates for computing of composition fee.
 - h) Rates of conversion of Industrial, Commercial & Resdl. properties from lease hold to free hold rights.

 - (vi)a) Tripartite agreement of Societies.
 - b) Agreement of IndusInd.Bank.
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