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DELHI DEVELOPMENT AUTHORITY
FINANCE WING (HOUSING)

F-22(138)2012/Co.ord(H)/A/cs./282

Dated: 14-2-, 2012

**Subject:- Master Circular regarding Delegation for Dealing
Conversion Cases in a Time Bound Manner.**

After review, it has been observed that there are following delegations available on the subject as on date:-

1. Circular No.F.2(10)Circular/N&C(H)/2001/350 dt.07.12.2001.
2. Circular No. F.2(10)2004/N&C/Pt.2/257 dt.14.9.09.
3. Circular No.3:Simplification of procedures and enhanced delegation (F.2 (10)/Circular/N&C/2001/120 dt.7.9.05).
4. Circular No.4:F.2(10)Circular/N&C(H)/2001/96 dt.23.12.04.

As per recent decision by Hon'ble VC, DDA, the time for processing conversion cases has been reduced and Accounts Wing has been allotted a **time period of 12 working days** while the earlier **allotted period of 30 working days**. To speed up the work and to give further prompt response/disposal of such cases so as to avoid any public complaints, **revised delegation is proposed as follows:-**

Circular No.1: (dated 07.12.2001)

First Delegation	Second Delegation	Proposed Revision as follows:-
Where the payments made are more than 3 years old and the same be treated as verified on proof of payment and indemnity bond duly attested by the Notary Public. It has also been decided to delegate the following enhanced powers to the officers of Housing Accounts Wing for the above purposes:- i. Zonal A.Os: upto five instalments. ii) Dy.Jt. FA(H): upto ten instalments.	"Where the payments made are more than 3 years old, the same may be treated as verified on production of proof of payment as 3 rd /4 th copy of challan or bank certificate and Indemnity Bond duly attested by the Notary Public in respect of number of monthly installments already decided and existed in each individual cases to be exercised by	i) AOs-Rs.10,000/ (Irrespective of No. of Instalments) ii)DFA/JFA-Rs.50,000/- (Irrespective of No. of Instalments) iii)FA(H) - Upto Rs.2 lac.(irrespective of No. of instalments) iv)Commr.(H)-full powers . Further revised to "Where the payments made are more than 3 years old, the same may be treated as verified on

iii) FA(H):upto twenty instalments
(subject to overall monetary Rs.25,000/-)

different officers. However, the overall limit is decided to be enhanced from Rs.25,000/- to Rs.50,000/- in each individual case at DFA/JFA level. For amount over Rs.50,000/- irrespective of number of installments decision will be taken by FA(H)/Commissioner (Housing) for an amount upto Rs. 2 lakhs".

production of proof of payment as 3rd/4th copy of challan or bank certificate and Indemnity Bond duly attested by the Notary Public in respect of number of monthly installments already decided and existed in each individual cases to be exercised by different officers. However, the overall limit is decided to be enhanced from Rs.25,000/- to Rs.50,000/- in each individual case at DFA/JFA level. For amount over Rs.50,000/- irrespective of number of installments decision will be taken by FA(H)/Commr.(Housing) for an amount upto Rs.2 lakhs".

Circular No.2:- (dated 14.9.2009) For ready reference (being re-produced as part of Master Circular)

Present Delegation

"Pre-Possession Payment need not be verified where possession has been given upto 31.12.1995 and it will apply to all cases including Cash down allotments, SFS, initial deposit of Hire Purchase allottees". But the said circulars are silent regarding the cases where copies of challans are neither available with the purchaser nor with the department.

Now, it has been decided that, in such cases an Indemnity Bond from the applicant will be taken indemnifying that he will be responsible for any loss caused to the DDA on this account and that he will also furnish a non availability bank certificate from the concerned bank. Further, to accept the Indemnity Bond in Pre possession cases, the powers are delegated as under:-

Dy.Director (Housing)	-	Upto Rs.50,000/-
Director (Housing)	-	Upto Rs.1,00,000/-
Commissioner (Housing)	-	Full powers.

Circular No.3:- (dated 7.9.2005) for ready reference:-

For ready reference (being re-produced as part of Master Circular) "Officers in Management and Accounts have been delegated enhanced powers to mitigate the public grievances and to expedite the disposal of cases in respect of conversion, issue of NDC (No Dues Certificate) and refund of registration money and other dues to DDA allottees vide office order of even number dated 6/7.12.2001, 10/12.4.2002 and 23.12.2004.

It has now been decided with the approval of F.M. that:

- a. Where a certificate was recorded in the Management files/D&C Registers at Accountant or above level, calculation sheets need not be prepared afresh and AOs/ Sr. AOs may give no dues report relying on the earlier reports at Accountant's level. However, events that took place subsequent to the said report shall be taken into account.

Further where balance cost had been recorded in the Management files at Accountant level but case was not finalized, dues report may be furnished based on the earlier reported balance cost. Settled cases shall not be opened.

- b. No dues certificates may be issued at A.O. / Sr. A.O. level with reference to the general terms and conditions without calling for allotment files from the Management Wing like PRS cases. Such certificates shall be issued in the name of the respective allottees stating subject to the conditions that the flat had not been cancelled, it was being used for residential purposes; and that it would be without prejudice to any action already taken/being contemplated for violation of any of the terms and conditions of allotment/lease deeds/conveyance deed.

Circular No.4: (dated 23.12.2004) For ready reference (being re-produced as part of Master Circular).

Present Delegation:

Officers in Housing Management and Housing Accounts have been delegated enhanced powers to mitigate the public grievances and to expedite the disposal of cases in respect of conversion, issue of NDC and refund of registration money and other dues to DDA allottees vide office order of even number dated 6/7.12.2001. These enhanced delegation of powers were provided to their counterparts in Land Costing Unit and the powers were also enhanced vide office order of even no dated 10.4.2004.

It has now been decided –

- i. That the Principal Commissioner would be the Chairman of the Monitoring Committee and Commissioner (LD) and Dir (LC) would be the Member of the Committee. As per office order dated 6/7-12.2001, Commissioner (H), FA(H), Dir (S), representative from I.I. Cell are the other Members of the Committee and Jt. FA(H)-I is the Member Secretary.
- ii. That as per Circular dated 10.4.2002; A.O./Sr. A.Os are given full powers for refund of Registration Money. Now A.O./ Sr. A.Os would have full powers for refund of deposits/registration money in all cases including cancellation of allotments due to non-payment as per demand letter.
- iii. That where allottee has applied under Penalty Relief Scheme-2011, his case would be settled under Penalty Relief Scheme-2011 irrespective of the fact that his earlier application in respect of earlier Penalty Relief Scheme is pending in DDA, however, amount deposited as penalty would not be refunded. Cases already settled in earlier Penalty Relief Scheme(s), would not be reopened.

5.

Fresh Delegation: Proposed after review of hindrances so as to meet dead lines as per ISO certification.

S. No.	Subject/hindrance	Proposed delegation
i)	Watch & ward charges Clearance/outstanding from applicants	For watch & ward charges, Housing Finance Wing has not to withhold the files. The amount of watch & ward is being demanded and collected by concerned CAUs. In the file if there is outstanding demand of watch & ward but receipt is not there either with the applicant or with the Deptt., this will be covered in I. Bond. Housing Finance Wing HQs will clear the cases in respect of collection and outstanding installments/ penalty only.
ii)	Challan appearing in D&C (without name) and copies of the same are not available either with applicant or with Deptt.	<p>The above hindrance is with reference to the original software started for hire purchase system by System Deptt. Earlier there was lesser details in this software and even in latest stages also this problem appeared. But to avoid public complains/harassment and to deal with the above hindrances, delegation regarding outstanding installments as narrated below will also be applicable in such type of cases and credit will be given as per challans appearing in D&C until & unless there is apparent error in D&C. In such type of cases also following powers is proposed to be given as under:-</p> <ul style="list-style-type: none"> i) AOs-Rs.10,000/- (Irrespective of No. of Instalments) ii) DFA/JFA-Rs.50,000/- (Irrespective of No.of Instalments) iii) FA(H)-Upto Rs. 2 lakhs (Irrespective of No. of Instalments) iv) Commr.(H)-full powers

		<p>The above delegation is an extension of the Circular No.3 issued with the approval of FM where in it was decided as follows:-</p> <p>“Where a certificate was recorded in the Management files/D&C Registers at Accountant or above level, calculation sheets need not be prepared afresh and AOs/ Sr. AOs may give no dues report relying on the earlier reports at Accountant’s level. However, events that took place subsequent to the said report shall be taken into account. Further where balance cost had been recorded in the Management files at Accountant level but case was not finalized, dues report may be furnished based on the earlier reported balance cost. <u>Settled cases shall not be opened</u>”.</p>
iii)	Delegation regarding cases where banks are also not having the record of credit.	<p>Time & again, allottee have been approaching with certificate from banks to the effect that bank have destroyed the record and banks are unable to furnish any report of credit. Allottees do bring Indemnity Bond for these cases but in the absence of any delegation, these cases could not be decided at the level of AOs. Hence, to expedite it is proposed that powers given to AO, Dy. and FA(H) as proposed in sub-para-ii above may also be approved in such cases i.e. A.O., to accept Indemnity Bond involving cases worth upto Rs.10,000/-, DFA Rs.50,000/-, FA(H) Rs. 2 lakhs and Commissioner (Housing) full powers.</p>
iv)	No Dues Certificate (NDC)	<p>i) Final outstanding dues in respect of any flat up to Rs.500/-, would be treated as written off and NDC will be issued by Zonal AO/ Dy. Director (Housing) without insisting for this payment.</p> <p>ii) All the payments made by the allottees are required to be verified from the D&C register or Cash (Housing). However, in the cases where the allottees are asked to deposit some outstanding dues and if the payment involve is up to Rs.5,000/- the procedure of verification of payments would be dispensed</p>

		<p>with by Director (H) and the payment will be treated as received</p> <p>by the Management Wing on submission of original 3rd/4th copy of challan as proof of payment. This would be applicable only in respect of final dues for the purpose of conveyance deed/ NDC after possession.</p>
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Commissioner (H)

1. OSD to VC
2. Advisor to F.M.
3. PC(H)
4. CVO
5. CLA
6. FA(H)
7. Director (H) I & II
8. Sr. Law Officer (H)
9. Dy. Director (Coordn.)H
- ✓ 10. Dy. Director (System) with the request to upload on the website of DDA.