



DELHI DEVELOPMENT AUTHORITY
COORDINATION BRANCH

F/1/0031/2020/CORD/-O/o DD (Coordination)/425

Date 30.06.2020

Subject: Re-opening of Nagrik Suvidha Kendra (NSK), Vikas Sadan.

The Competent Authority has given approval for re-opening of NSK for execution of Conveyance deed and submission of Conversion application for Housing Department from 01.07.2020 onwards. The necessary instructions and guidelines have already been issued vide letter no. F/1/(385)/Coordn.(H)/397 dated 08.05.2020 (copy enclosed) and is to be followed by everyone in letter and spirit.

2. The day-wise roaster for execution of Conveyance deed and receiving application of conversion are as under:-

S.no	Day	Execution/Submission of Conversion application
1	Monday	Janta
2	Tuesday	LIG
3	Wednesday	MIG
4	Thursday	SFS
5	Friday	HS 14/17 & EHS

-s/d-
Dy. Dir.Coordn.(H)

Encl: As above

Copy to:

1. OSD to VC/DDA for kind information
2. PS to PC(H) for kind information
3. PS to Comm.(H) for kind information
4. Directors (H)-I,II,III
5. All Dy. Directors (H)
6. Chief Security Officer for compliance please.
7. Executive Engineer, SED-II for compliance and to provide the requisite safety items in advance to respective Branches.
8. Dy. Director (System)-H with a request to upload on DDA'S Website for General Public information
9. Director (PR) with a request to post on social media sites of DDA and publish the same in the leading Newspapers for General Public information

-s/d-
Dy. Dir.Coordn.(H)