



GUIDEBOOK
ON
HOUSING DEPARTMENT

DELHI DEVELOPMENT AUTHORITY

How to get a DDA flat

DDA announces all its Housing schemes through advertisements in leading newspapers. These schemes are announced for different category of flats viz. Janta/Lower Income Group/Expandable

Houses/Middle Income Group, and Self-Financing Schemes. Persons interested in getting a flat are required to apply under a scheme as and when announced. The brochure released for the scheme gives various details regarding payments, method of applying etc.

Terms of Eligibility

Generally, the conditions of eligibility are :

- a) The applicant must be a citizen of India;
- b) The applicant should have attained the age of 18 years;
- c) The applicant must not own any residential house or plot in full or in part, on leasehold/freehold basis in New Delhi, Delhi or Delhi Cantonment, either in his/her own name or in the name of his/her wife/husband/minor dependent children. If, however, the share of the applicant in the jointly owned plot or land under the residential house is less than 66.9 sq. mtrs. (80 sq. yds.), he/she can apply under any of the schemes;
- d) A person who has already been allotted a house/flat constructed by DDA or any other land/owning agency even if it is less than 66.9 sq. mtrs., shall not be eligible for allotment under any of the schemes of DDA.

Allotment of flat

Allotment of flat is made through computerized draw of lots. Prior to this, list of eligible applicant is finalized and also generally displayed on notice board for receipt of objections from applicant, if any.

Getting the address changed

An applicant/allottee can get his/her postal address changed by intimating the change of address to the DDA (Housing Department). A copy of the registration certificate if, issued under the scheme should be enclosed. It is in the applicants own interest to enclosed an attested photocopy of the ration card or any other documentary evidence in support of his/her application. Request can be delivered in person at the counter of the Housing Department at Ground Floor, 'D' Block, Vikas Sadan, near INA Colony, New Delhi or sent through registered post.

Intimation of change of name of the Registrant/Allottee

In event of change in his/her name after registration, the same should be intimated immediately to DDA by enclosing the following documents:

- i. Newspaper cutting, if any;
- ii. Affidavit mentioning his/her old as well as the new name;
- iii. Gazette notification, if any;

- iv. Certificate from the employer, if employed;
- v. Any other evidence to support the request.

Transfer of
registration/allotment

Transfer of registration/allotment, deletion of name/addition of another name, within family members, is permitted on filing necessary documents. The format of these documents are available at Sales Counter, 'D' Block, Vikas Sadan, New Delhi.

Note:

The term 'family member' mean the allottee's husband/wife, father, mother, sister, brother, son, daughter, grand-son/grand-daughter, wife of the son/grand-son, son-in-law or husband of grand daughter. (For purpose of this definition grand-son, grand-daughter means a son or a daughter's child). In case where the allottee has no family of his own the family members will mean his legal heirs as defined in the lay of Succession applicable to him.

Transfer on Death

On demise of an applicant/allottee, a request for transfer of registration/allotment in the name of legal heirs/claimant has to be made within three months(otherwise a fine is payable) from the date of death. Such a request has to be accompanied with necessary documents, a set of which can be obtained from the DDA's

Procedure for Cancellation of
registration/Refund of regis-tration
amount.

Sales Counter at Vikas Sadan.

In case a registrant of previous schemes wishes to withdraw from any scheme and seeks refund prior to the allocation/allotment, he/she can do so by submitting the original papers such as the registration certificate and the Fixed Deposit Receipt, if issued. Such a receipt should be discharged by an endorsement "Received Payment" by signing on a rupee revenue stamp affixed on its back. The original copy of Bank Challan & any other document issued such as acknowledgement slip should also be enclosed with the request for refund.

- ii)In case of loss of original documents, request for refund has to be accompanied with an Indemnity Bond, and an Affidavit to that effect (formats can be obtained from the Sales Counter , 'D' Block, Vikas Sadan).

Allotment under the New
Pattern Scheme- 1979 and
Ambedkar Awas Yojna -
1989

Computerized priority list have been drawn by Random Selection Technique for the registrants of New Pattern Registration Scheme-1979 and Ambedkar Awas Yojna-1989. Each waitlisted registrant is expected to know his priority number. This information is readily available in the Reception Centre of DDA.

As and when flats are available for allotment, these are allotted through draws to the persons in the waiting lists. The results of the draws are displayed on the Notice Board in the Reception Centre of DDA and demand-cum-allotment letters are thereafter sent by registered post.

There is no Janta registrant of the above two schemes who have not been offered a flat so far.

Mode of Payment under New
Pattern Registration Scheme-1979
and Ambedkar Awas Yojna-1989

Under the Middle Income Group & Lower Income Group categories, 50% allotments are made on Cash Down basis & 50% on Hire Purchase basis. The mode of payment is decided through draw of lots. Requests for changing the mode of payment from cash down to hire purchase are not entertained. Extension of time for making payment up to a reasonable period can be considered on request. These are granted on payment of charges and subject to availability of flats and fulfillment of other terms and conditions.

Allotment under the Self
Financing Schemes

DDA floats Self Financing Scheme (payment is made at different stages of construction) from time to time. The information for which is given in leading newspapers.

The allocation of flats is made by Computerized draw of lots, Demand-cum-allocation letters are sent to the successful applicants through registered post. Schedule of payment is generally as under:

- a) 25% of the estimated cost (including the amount paid as initial/registration deposit) within the period as indicated in the demand-cum-allocation letter;
- b) 20% of the estimated cost after six months;
- c) 25% of the estimated cost after next six months;
- d) 20% of the estimated cost after next six months;
- e) 10% of the estimated cost, plus difference in the estimated cost and the actual cost at the time of issue of possession letter.

Where allotment of a flat is made out of the flats offered in previous draws and where the flats have already been taken up for construction, the successful allottees are required to pay more than one instalment, depending on the progress of construction. In addition, an interest @ 10% p.a. is also charged on such instalment.

Interest on delayed
construction by D.D.A.

In the event of delay in construction, DDA deters payments of instalment under the SFS Schemes, intimation of which is given through leading newspapers.

Normally, it takes about 2½ years for completion of a flat under the SFS. Sometimes, delays can occur due to unforeseen circumstances. For delays, beyond 30 months and up to 36th months the allottee is paid interest @ 7% p.a. and for the delays beyond 36 months the allottee is paid interest @ 10% p.a. on the payments made to the DDA.