



**DELHI DEVELOPMENT AUTHORITY  
LAND SALES BRANCH (ROHINI),  
VIKAS SADAN, INA, NEW DELHI-110023**

No.F1(Misc.)2019/LSB(Ro) 415

Dated: 09/8/2019

**CIRCULAR**

**Sub: Required documents for issuing of Possession Letter under Rohini Residential Scheme-1981.**

It has been decided by the Competent Authority that, for the simplification of the process of issue of Possession Letter, the allottees of Rohini Residential Scheme-1981 are now required to submit the following documents only for obtaining possession of their plots :-

1. F.D.R. in original duly discharged by affixing revenue stamp of Re.1/-.
2. Revised Affidavit / declaration as per specimen (copy available at the official website of DDA i.e. [www.dda.org.in](http://www.dda.org.in)) from the allottee duly attested by the Notary Public.
3. Self attested copy of Aadhar Card of allottee and Co-allottee.
4. Self attested copy of PAN Card.
5. Copy of Bank Account Passbook / Bank Statement in proof of payment made to DDA showing transactions of premium made in respect of respective plot.
6. Self attested Identifications Slips of specimen signature and current photographs from both allottee and Co-allottee.

This issue with the approval of Competent Authority.

**[Md. Aftab Alam]**  
**Dy. Director, LSB (Rohini)**

Copy to:-

1. Chief Engineer (Rohini), DDA.
2. Director. (RL), DDA.
3. Director (System), DDA with the request to upload this circular at DDA's website under Land Disposal Wing. Soft copy of circular has been sent to [ddatender@dda.org.in](mailto:ddatender@dda.org.in).
4. Director (PR), DDA, with the request to give wide publicity through social media handle of DDA as well as Four leading Newspapers (two English & two Hindi), Public Notice in this regard is enclosed herewith.
5. Sr. A.O. (Rohini), DDA.
6. All Asstt. Director, LSB (Rohini)
7. Guard File

Copy of kind information to: -

1. OSD to VC, DDA
2. PS to FM, DDA
3. PS to Pr. Commissioner (LD), DDA.
4. PS to Commissioner (LD), DDA.
5. PS to Ld. CLA, DDA.

**[Signature]**  
**Dy. Director, LSB (Rohini)**

**PUBLIC NOTICE**

**DELHI DEVELOPMENT AUTHORITY**

**ATTENTION ALLOTTEES OF ROHINI**  
**RESIDENTIAL SCHEME-1981**

Kind attention of the allottees of the Rohini Residential Scheme-1981 is hereby invited towards the decision of the Competent Authority of DDA regarding simplification of the process of issue of Possession Letter. It has been decided that the allottees of Rohini Residential Scheme, 1981 are now required to submit the following documents only for obtaining possession of their plots: -

1. F.D.R. in original duly discharged by affixing revenue stamp of Re.1/-.
2. Revised Affidavit as per specimen (copy available at the official website of DDA i.e. [www.dda.org.in](http://www.dda.org.in)) from the allottee duly attested by the Notary Public.
3. Self attested copy of Aadhar Card of allottee and Co-allottee.
4. Self attested copy of PAN Card.
5. Copy of Bank Account Passbook / Bank Statement in proof of payment made to DDA showing transactions of premium made in respect of respective plot.
6. Self attested Identifications Slips of specimen signature and current photographs from both allottee and Co-allottee.

**Dy. Director, LSB (Rohini)**  
**Delhi Development Authority**

Please give your feedback on DDA Apps at Google Play Store

Please Visit DDA's website at [www.dda.org.in](http://www.dda.org.in) or Dial Toll Free No. 1800110332.

*Draft*

SPECIMEN OF AFFIDAVIT

(This Affidavit should be on a non-judicial stamp paper of Rs.10/- and must be attested by a Notary Public/Magistrate)

AFFIDAVIT

I ..... W/o, S/o, D/o ..... aged .....  
R/o .....

do hereby solemnly affirm and declare as under: -

1. That, I am a resident of India and allottee of Plot bearing No. , Pkt./Blk. , Sector- in Rohini allotted under RRS-1981 vide application no. .... and priority no. ....
2. That neither I nor my wife/husband or any of my minor children own in full or in part any residential property / flat / plot measuring 67 Sqm.in Union Territory of Delhi by any means prior to 25.04.1986.

or

I or my wife/husband or any of my minor children own a property No. .... Measuring ..... Sqm. since ...../...../..... by way of ..... (GPA / Agreement to Sale / Sale Deed / Allotment / Inheritance etc.)

3. I had applied for the allotment of only one plot under EWS/LIG/MIG Category in RRS-1981.
4. I have not transferred any residential plot/house or flat measuring 67 Sqm. or more to any of my family member not I have so transferred membership in any cooperative house building society or a group housing society in Delhi in favour of any of my family member.
5. That, the name of wife/husband legally wedded to me is \_\_\_\_\_
6. My Aadhar No. is \_\_\_\_\_, Aadhar No. of my Spouse is \_\_\_\_\_ and my PAN Card No. is \_\_\_\_\_.
7. Payment of premium in respect of land has been made by me/on behalf of me by Shri/Smt. \_\_\_\_\_ (Relationship with the allottee.....) through Bank Account No. \_\_\_\_\_, IFSC Code \_\_\_\_\_ Bank Name \_\_\_\_\_ / Challan No. \_\_\_\_\_ / UTR Number of the transaction made \_\_\_\_\_ on dated \_\_\_\_\_.
8. I have not registered in any other Residential/Housing scheme of DDA.
9. That I will pay the difference of amount of premium or any other dues whatsoever Delhi Development Authority decides in this regard.

DEPONENT

I the above named \_\_\_\_\_ do hereby verify that the contents of paras 1 to 10 are correct and true to the best of my knowledge and belief and nothing therein has been concealed and suppressed.

Verified at New Delhi on this \_\_\_\_\_ day of \_\_\_\_\_

DEPONENT

(Note : Strike out whichever is not applicable)

**IDENTIFICATION SLIP**

Draft

No. F16( )/20 /LSB(Rohini)

Paste Current  
Photograph  
here  
  
Signature across  
photograph

Shri/Smt./Ms. \_\_\_\_\_

S/o, D/o, W/o \_\_\_\_\_

R/o \_\_\_\_\_

I am Allottee/Co-allottee of Plot No. \_\_\_\_\_, Pkt./Block. \_\_\_\_\_, Sector \_\_\_\_\_,  
measuring

\_\_\_\_\_ Sq. mtrs. in Rohini Residential Scheme-1981 having Priority No. \_\_\_\_\_,

Mobile No. \_\_\_\_\_, Aadhaar No. \_\_\_\_\_ And e-mail ID

\_\_\_\_\_

(Signature of allottee/ co-allottee)

No. F16( )/20 /LSB(Rohini)

Paste Current  
Photograph  
here  
  
Signature across  
photograph

Shri/Smt./Ms. \_\_\_\_\_

S/o, D/o, W/o \_\_\_\_\_

R/o \_\_\_\_\_

I am Allottee/Co-allottee of Plot No. \_\_\_\_\_, Pkt./Block. \_\_\_\_\_, Sector \_\_\_\_\_,  
measuring

\_\_\_\_\_ Sq. mtrs. in Rohini Residential Scheme-1981 having Priority No. \_\_\_\_\_,

Mobile No. \_\_\_\_\_, Aadhaar No. \_\_\_\_\_ And e-mail ID

\_\_\_\_\_

(Signature of allottee/ co-allottee)

No. F16( )/20 /LSB(Rohini)

Paste Current  
Photograph  
here  
  
Signature across  
photograph

Shri/Smt./Ms. \_\_\_\_\_

S/o, D/o, W/o \_\_\_\_\_

R/o \_\_\_\_\_

I am Allottee/Co-allottee of Plot No. \_\_\_\_\_, Pkt./Block. \_\_\_\_\_, Sector \_\_\_\_\_,  
measuring \_\_\_\_\_

Sq. mtrs. in Rohini Residential Scheme-1981 having Priority No. \_\_\_\_\_, Mobile

No. \_\_\_\_\_, Aadhaar No. \_\_\_\_\_

And e-mail ID \_\_\_\_\_

(Signature of allottee/ co-allottee)

(Note : Strike out whichever is not applicable)