



DELHI DEVELOPMENT AUTHORITY
(STAFF QUARTER BRANCH)

No. F.1(9)/2014/SQ/DDA/551

Dated: 01/07/2019

CIRCULAR

Sub: Inviting applications for allotment of Staff Quarters 'On-line'.

As is aware, requests for allotment/change of floor/locality of DDA staff quarters were being considered by a Committee, considering the provisions/rules & regulations of Directorate of Estates, Govt. of India. The process of allotment was manual.

2. Now, it has been decided by the Competent Authority that henceforth, the process of allotment/change of floor/locality in respect of Type-I to Type-IV DDA staff quarters, will be made 'On-line' through 'Staff Quarter Allotment System'. For the purpose of submitting applications, the desirous DDA officers/officials are required to get themselves registered on DDA's Website, as per the instructions detailed in the 'Operational Manual' appended herewith (**Annexure-A**). Once the officer/official is registered, he/she can apply for allotment of the vacant staff accommodation.

3. All desirous officers/officials of the Authority including those who join DDA on deputation can register themselves and can apply for allotment. A list of vacant staff quarters is at **Annexure 'B'**.

4. The reservations in allotment of accommodation to SC/ST employees and Ladies Pool, shall be as under:

(i) Type-I & Type-II - 10%; (ii) Type-III & Type-IV - 05%; and (iii) Ladies Pool - 10%

5. In case, there is no Scheduled Tribe applicant in the unified waiting list, the quota reserved for Scheduled Tribe will be allotted to SC applicants.

6. The Scheduled Caste and Scheduled Tribe applicants shall mention the fact that as to whether they belong to Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation, which shall be verified by the office of the applicants from their record/concerned DDO, at the time of acceptance of allotment of the accommodation by the applicant.


7. The applicants are also required to indicate their pay-matrix/basic pay in the prescribed column of the application form.

8. If any allottee fails to accept the allotment of staff quarter within 08 days from the date of allotment of the said accommodation, or fails to take possession within 05 working days from the date of receipt of the letter of authorization, he/she shall be debarred to apply for residential accommodation for a period of 03 months from the date of non-acceptance of allotment subject to payment of one months' normal license fee for that type of accommodation.

9. Only one change shall be allowed in the same type of accommodation to the allottee.

10. In case of fresh allotment, request for change of allotment shall be accepted only after a period of 06 months from the date of issue of allotment letter.

11. The process of 'On-line' registration and submission of application shall remain open w.e.f. **01.07.2019 to 31.07.2019.**


[Brijesh Sharma]
Dy. Director (SQ) 01/07/19

Encls.: (i) 'Operational Manual' – Annexure 'A'
(ii) List of vacant SQs- Type-I to Type-IV – Annexure-'B'

Copy to:

- (i) All HoDs – with the request to bring this into the notice of all concerned officers/officials working under them.
- (ii) Dy. Director (System)- with the request to up-load this on DDA's website.
- (iii) Notice Boards at Vikas Sadan & Vikas Minar and other Zonal Offices/Field Offices.


Dy. Director (SQ) 01/07/19
Delhi Development Authority

Open website: - <http://dda.org.in/sqas>

Step 1: - Search Vacant & Allotted Quarters

1. Candidates can search the all *vacant* quarters at the different locality and Type wise.
2. Candidates can search the all *allotted* quarters at the different locality and Type wise.
3. Candidates can search the all *vacant & allotted* quarters at the different locality and Type wise.

Note: - If an employee wishes to apply for New/Change Staff Quarters then he/she will register as under and after registration he/she can operate the Staff Quarter System.

Step 2: - Registration for Fresh or Change Quarters

➤ **For Fresh Quarters**

1. For fresh quarters user entered the personal details like as Name, UID, Entitlement Type, Designation, DOB, DOJ, DOR, Mobile, Email, Office Address, Current Address, and Permanent Address.
2. After submit the registration details, Registration id and password sends your register email id.
3. After enter the login credentials, open the allotment form and fill the details.
4. After fill the allotment form, upload verification document.

➤ **For Change Quarters**

1. Firstly user select the type, locality & house number, after select the following value display like as pocket, sector, block, name & father's name.
2. After this click on Apply button, open the popup and enter the date of retirement.
3. If DOR is correct, then open the change form else form will not open.
4. After fill the change form, user goes to seniority list.

Step 3: - User Verification by DDO

1. DDO verify the user document which is uploaded by user.
2. If user is valid then approved the form else canceled by DDO.
3. After approval, the user goes to seniority list.

Step 4: - Fresh Allotment Steps (Clerk)

1. Check Seniority list
2. Check Vacancy list
3. Reserved/Un Reserved Quarters
4. Randomize Vacant Quarters
5. Automatic Draw
6. Draw Result
7. Waiting List
8. View Randomize Vacant Quarters After Draw

9. View Participant After Draw

Step 5: - Change Allotment Steps (Clerk)

1. Check Seniority list
2. Check Vacancy list
3. Randomize Vacant Quarters
4. Automatic Draw
5. Draw Result
6. Waiting List
7. View Randomize Vacant Quarters After Draw
8. View Participant After Draw

Step 6: - Operator (Create/Update Master Details) Step

1. Create/Update Locality
2. Create/Update Sector
3. Create/Update Pocket
4. Create/Update Block
5. Create/Update House/Flat
6. Create/Update Designation
7. Enter Allotted Flat Entry
8. Update Allotted Flat Entry
9. Vacant Quarter

Step 7: - Operator/Clerk (View Report) Step

1. Vacant Quarters Count Report (Locality & Type Wise)
2. Allotted Quarters Count Report (Locality & Type Wise)
3. Summary (Vacant & Allotted) Quarters Count Report (Locality & Type Wise)
4. Locality Summary Report

Step 8: - Engineer (AE) Step

1. Possession Quarters
2. Surrender Quarters
3. Habitable/ Un Habitable Quarters
4. Vacancy Report

**STATUS OF VACANT SQ. TYPE - I
AS ON 24.06.2019**

Sl. No.	Locality	Total Nos. of SQ.	Allotted	Vacant	Remarks
1	Basant Enclave, SWD - 2	20	8	GF = 3A, 4A, 5A, 6A, 7A, 8A, 9A FF = 1B, 3B, 4B, 6B, 10B Total = 12	
2	Rohini Sec-16, Blk-F, Pkt-7, C/o 224 EWS, RPD - 4	19	3	GF = 89, 113, 138 FF = 5, 7, 22, 61, 64, 77, 87, 109, 111, 117, 118, 142, 143 210 (General) Total = 16	
3	C/o 368/472 Janta Houses at Pkt-6 Gr.III, Nasirpur, Dwarka Ph-I, WD - 2	9	Nil	1, 2, 3, 6, 10, 21, 29, 32, 34 Total = 9	
4	Paschim Vihar Pkt.-A5 / Janta, WD - 7	50	6	31A, 32A, 33A, 35A, 36A, 39A, 40A, 41A, 42A, 43A, 44A, 45A, 46A, 47A 31B, 32B, 33B, 35B, 36B, 37B, 38B, 39B, 40B, 41B, 42B, 43B, 44B, 45B, 46B, 47B 31C, 32C, 33C, 34C, 36C, 37C, 39C, 40C, 41C, 42C, 43C, 44C, 45C, 46C Total = 44	
5	Vikas Puri, Pkt. JG-2, WD - 7	3	Nil	FF = 119 SF = 81, 87 Total = 3	
6	Vikas Puri, Site No. 3, WD - 7	2	Nil	GF = 78, 91 Total = 2	
7	Vikas Puri, Site No. 4, WD - 7	2	Nil	GF = 57 FF = 76 Total = 2	
8	Janak Puri, B2B, EWS, WD - 2	7	4	334, 330, 335 Total = 3	
9	Bagh Rao ji, Janta, WD - 5	36	19	3, 6, 8, 10, 12, 14, 16, 19, 22, 24, 20, 27, 28, 21, 26, 30, 36 Total = 17	
10	Dev Nagar / Janta, WD - 5	12	3	1, 3, 4, 5, 6, 7, 8, 10, 12 Total = 9	
11	Lawarance Road / C-1, ND - 10	178 198	112	GF = 11, 12, 14, 15, 30, 35, 42, 50, 53, 54, 56, 59, 94, 95, 100, FF = 10A, 13A, 15A, 18A, 19A, 21A, 24A, 30A, 31A, 33A, 41A, 44A, 47A, 49A, 51A, 52A, 54A, 57A, 58A, 61A, 63A, 64A, 89A, 91A, 92A, 93A, 94A, 95A, 97A, 100A, 102A, 103A, 104A SF = 9B, 10B, 17B, 22B, 32B, 34B, 35B, 39B, 41B, 43B, 46B, 51B, 57B, 62B, 91B, 94B, 97B, 102B Total = 66	
12	Ashok Vihar, Ph-III, ND - 10	60	18	GF = 65A, 66A, 67A, 69A, 70A, 71A, 75A, 76A, 77A, 64B, 66B, 67B, 68B, 69B, 72B, 76B, 77B, 78B FF = 66C, 67C, 69C, 70C, 71C, 73C, 74C, 76C, 77C, 78C, 65D, 66D, 67D, 68D, 69D, 70D, 71D, 72D 73D, 74D, 75D, 76D, 77D, 78D Total = 42	
13	Dilshad Garden / Pocket - M, ED - 2	20	6	GF = 28/A 4, 33/A 4, 35/A-3, 32/A-1 FF = 6/B-4, 8/B-3, 12/B-1, 15/B-1, 20/B-3, 27/B-4, 26/B-1 SF = 33/C-1, 33/C-2, 35/C-2 Total = 14	
14	Mangla Puri, WD - 6	8	---	---	Latest Report Not Received
15	Chirag Enclave, ED - 7	12	---	---	-Do-
16	Shah Pur Jat, SWD 11	01	---	---	-Do-
17	Shalimar Bagh, ND - 11	04	---	---	-Do-
18	Pitam Pura, ND-11	25	---	---	-Do-
		Total = 468	Total = 179	Total = 239	

DA/Type-I

AD/SQ

AD/SQ

AD/SQ

DD/SQ

**STATUS OF VACANT SQ. TYPE - II
AS ON 24.06.2019**

Sl. No.	Locality	Total Nos. of SQ.	Allotted	Vacant	Remarks
1	LIG, B-9, Vasant Kunj SWD - 2	84	42	GF = 9003, 9005, 9023, 9039, 9055, 9056, 9075 FF = 9026, 9045, 9062, 9063 SF = 9011, 9013, 9014, 9029, 9031, 9032, 9047, 9048, 9049, 9065, 9066, 9067, 6068, 9083, 9084 TF = 9015, 9016, 9017, 9018, 9033, 9035, 9036, 9050, 9051, 9052, 9053, 9054, 9069, 9070, 9071, 9072 Total = 42	
2	Ber Sarai, SWD - 2	13	6	TF = 14, 30, 47, 75, 76, 83, 92 Total = 7	
3	Rohini Pkt E-1, Group-7, Sec-11, C/O 256 LIG, ND - 2	50	19	2, 3, 4, 5, 6, 8, 10, 12, 14, 15, 20, 21, 23, 24, 25, 26, 27, 28, 29, 33, 34, 35, 37, 38, 40, 41, 42, 43, 47, 48, 50 Total = 31	
4	Rohini Sec-21, Pkt-11, 192 LIG Houses, RPD - 4	50	20	GF = 11, 13, 19, 26, 27, 33, 35, 36, 41, 42, 44, 58, 59, 60 FF = 16, 24, 29, 30, 31, 32, 37, 39, 40, 45, 46, 47, 48, 54, 55, 56 Total = 30	
5	Dwarka Sec-23, Pkt-1, WD - 13	104	65	161, 163, 164, 181, 182, 184, 197, 198, 199, 201, 202, 217, 219, 220, 223, 224, 241, 244, 259, 260, 264, 281, 283, 297, 303, 317, 320, 323, 324, 338, 340, 341, 344, 373, 380, 388, 397, 398, 410 Total = 39	
6	Rajouri Garden (Over Shopping Center) FF-Block, (LIG) / Hari Nagar, WD - 13	25	12	1, 3, 6, 7, 8, 9, 10D, 10F, 11A, 11B, 11E, 12A, 12F Total = 13	*
7	Madipur LIG/SFS WD - 7	7	3	11A, 12A, 12C, 5C Total = 4	
8	C4H Janak puri / LIG, WD - 2	48	37	115, 120, 121, 124, 130, 150, 151, 153, 118, 119, 154 Total = 11	
9	Rajendra Nagar, WD - 5	90	82	3, 5, 16, 52, 61, 62, 71, 67 Total = 8	
10	Jai Dev Park, WD - 5	36	16	91, 92, 94, 95, 96, 97, 98, 99, 102, 105, 106, 107, 112, 118, 121, 125, 126, 120, 123, 109 Total = 20	
11	Munirka, SWD - 2	24	23	GF = BF-14, Total = 01	
12	Dilshad Garden / Block - C, ED - 2	75	64	FF = C-19/Y2, C-22/Y2 SF = C-19/Z4, C-21/Z1, C-21/Z2 Pocket-E = E-98/C[SF], E-37/B[FF], E-125/C[SF], E-165/C[SF], E-51/D[TF] Pocket-F = F-270/B[FF] Total = 11	
13	Nand Nagari / Pocket- C, ED - 2	24	6	FF = C-3, C-7, C-13, C-15 GF = C-1, C-2, C-14, C-20, C-24 SF = C-8, C-22 TF = C-5, C-9, C-17, And C-4, C-6, C-10, C-21 Floor Not Mentioned. Total = 18	
14	Concrete Houses at Karol Bagh / Janta, WD - 5	2	Nil	D-1, D-2 Total = 2	
15	Rampura, ND - 2	05	---	---	Latest Report Not Received
16	Sarita Vihar, ND - 3	12	---	---	-Do-
17	Mayur Vihar, ED - 14	47	---	---	-Do-
		Total = 696	Total = 395	Total = 237	

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DA/Type-II

gprasad

AD/SQ

ADU

AD/SQ

Ramesh

AD/SQ

Ab

AD/SQ

**STATUS OF VACANT SQ. TYPE - III
AS ON 24.06.2019**

Sl. No.	Locality	Total Nos. of SQ.	Allotted	Vacant	Remarks
1	C-7/SDA SWD - 2	152	131	GF = 33, 45 FF = 86, 98, 202, 210 SF = 67, 95 TF = 48, 72, 80, 224 Total = 12 SQ. No. 105 Used Enquiry Office & SQ.149 to 156 Unsafe Total = 9	
2	Sec-A, Pkt-B, Vasant Kunj SWD - 2	25	24	TF = 3303	Total = 1
3	Ber Sarai SWD - 2	53	48	FF = 1, 5 SF = 2, 45, 66 SQ. No. 22 Enquiry Office	Total = 5
4	Gazipur ED - 5	11	4	GF = NIL SF = 14, 23C TF = 6D, 18D, 19D, 20D, 21D	Total = 7
5	Hari Nagar, Rajouri Garden, Blk-F, MIG , G-8, WD - 13	10	6	5D, 16C, 28D, 43D	Total = 4
6	Paschim Vihar at SFS/MIG Flats, Pkt. GH-12 ,WD - 7	12	5	2, 11, 146, 150, 153, 181, 6	Total = 7
7	Dilshad Garden A-Blk, ED -- 2	47	---	----	Latest Report Not Received
8	Pitam Pura, ND -- 10	87	---	----	-Do-
9	Mayur Vihar, ED - 14	82	---	----	-Do-
10	Shalimar Bagh, ND - 11	3	---	----	-Do-
11	Lawarance Road, ND - 10	95	---	----	-Do-
12	Madipur, WD - 7	3	---	----	-Do-
		Total = 580	Total = 215	Total = 48	

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DA/Type-III

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VACANT LIST OF STAFF QUARTER TYPE - IV
AS ON 24.06.2019

Sl. No.	Locality	Total Nos. of SQ.	Allotted	Vacant	Remarks
1	212 SFS Flats Pkt-I, Sec-6, Dwarka, SWD - 7	10	9	SF = 191 - Total = 1	
2	Munirka SWD - 2	22	12	GF = E-15B SF = BG-1C, BF-9C, BF-11C TF = BF-7D, BF-8D, BF-9D, BF-10D, BF-11D, BF12D Total = 10	
3	Ber Sarai, SWD - 2	14	11	TF = 8, 55, 56 Total = 3	
4	Saket, SWD - 2	3	Nil	TF = 104, 120, 144 Total = 3	
5	Rajendra Nagar, WD - 5	16	15	B-10 Total = 1	
6	C.W.G. Village, Tower -16, CGD - 1	30	30	Nil	
7	Ashok Vihar, MIG, Pkt-A, ND - 5	1	Nil	GF = 37-A Total = 1	
8	S. J. Enclave, SWD - 2	4	4	Nil	
9	Lawrence Road, C-7, ND - 10	4	1	SF = Z-1, Z-4, C-7/Z-1 Total = 3	
10	SDA / Usha Niketan, SWD - 2	01	Nil	Nil	Latest Report Not Received
		Total = 105	Total = 82	Total = 22	

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DA/Type-IV

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