EN PROPERTY OF THE PROPERTY OF Diary No. 3441 Date 3-6-18

DELHI DEVELOPMENT AUTHORITY COORDINATION (HOUSING)

35 My 36 27.9.18

VIKAS SADAN INA NEW DELHI

F. No. F1(364)/2018/Coordn./H/DDA//3 o 4

Dated: 26.09.118

CIRCULAR

In pursuance of circular No. F4(39)2018/P&C(P)/330 dated by Pr. Commissioner (Personnel) regarding 07.09.2018 issued simplification of forms to be used in DDA in r/o conversion cases from lease hold to free hold, it has been decided to use the newly simplified forms in Housing Department.

Accordingly, all the Dy. Directors (H) are directed to use the simplified forms in r/o allottee cases/ attorney cases with immediate effect and application forms for "DDA AAWASIYA YOJANA" (copy enclosed) for all future Housing Schemes of DDA.

This issue with the approval of competent authority

Encl: As above.

Dy. Director (H) Coordn.

Copy forwarded to: -

- 1. PS to VC, DDA for later information to VC.
- 2. PS to PC (Personnel), DDA for later information to PC-(P).
- 3. PS to PC (Housing) DDA for later information to PC-(H).
- 4. PS to Commissioner (H), DDA for later information to Commr. (H).
- 5. Director (H) Coordn.
- 6. Director (H)-II, DDA.
- 7. Director (H)-III, DDA.
- 8. Director (Vig.), DDA.
- 9. S.L.O. (Housing), DDA.
- 10. FA-(Housing), DDA.
- 11. All Dy. Director (Housing)

12. Dy. Director (System)-H, DDA with request to upload the circular on DDA website.

Dy. Director (H) Coordn.

pi mail softerfor at addenderfolder.org.m.

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Delhi Development Authority

Form: C-2 (ATTORNEY CASES)

APPLICATION FORM FOR CONVERSION INTO FREEHOLD

OF FLATS ALLOTTED BY

DELHI DEVELOPMENT AUTHORITY

Upload here coloured Photograph of the Attorney/ Applicant

Application No.

118

	•	•	{			UPLOAD
File No.			اصممناهم]	
Details of Allottee						
Name of the first Allotte	ee or 🔲 Lessee					
Name of Mother or	Father or Husband					
Name of the Second/ Joint	Allottee, If applicable					
Name of Mother or	Father or Husband					
Name of the Attorney			•			,
Name of the person in favor sought Details of Address Correspondence:	our of whom conversion is				•	
House No./Street/Road			State		Select—	
City	—Se	lect—	District		Select—	
Pin Code			Mobile/ Phone			
E-mail ID			Over One			lakalla kalaud
Whether the correspond Permanent: House No./Street/Road	lence address is same as p	ermanent addres	ssYESNO		provide the o	details below)
City		elect— 🔻	District		Select—	
Pin Code			Mobile/ Phone		*	
E-mail ID				,	1	
Details of Flat allotted	d by DDA					
Name of the Colony						
Flat No.		egory		Floor		
Sector	Blo	ck		Pocket		
Whether property is Mo		_		•		YES NO
	n Certificate to be uploade			٠.		UPLOAD
Whether there is any di under reference	spute pending in the court	of law or otherw	ise regarding the title	of the propert	:v/flat	YES NO
Documents Enclosed (Manual copy should also	(Please DOWNLOAD and fill be send to the authority in o	the following docu	ment, then UPLOAD the allotment)	same)	-	
Affidavit		•		DOMNIC	D	UPLOAD
Indemnity Bond	•	•		DOMNINFO	ь	UPLOAD
Undertaking				פוןאאונסים		UPLOAD
Date:	D D - M M - Y Y Y Y			,		1
Mobile No.				Signatu	re of Attor	ney
					JPLOAD	

Application No. Delhi Development Authority Upload here Form: C-1 (ALLOTTEE CASES) coloured APPLICATION FORM FOR CONVERSION INTO FREEHOLD OF Photograph of **FLATS ALLOTTED BY** the Allottee/ DELHI DEVELOPMENT AUTHORITY Lessee/ Mutatee **UPLOAD** File No. **Details of Allottee** Name of the first Allottee or Lessee or Mutatee Name of Mother or. Father or Husband Name of the Second/ Joint Allottee Lessee ☐ Mutatee (If Applicable) Name of Mother or Father or **Details of Address** Correspondence: House No./Street/Road State Select-City -Select-District Select Pin Code Mobile/Phone E-mail ID Whether the correspondence address is same as permanent address YES NO (If No, then provide the details below) Permanent: House No./Street/Road State Select-City -Select District Select-Pin Code Mobile/ Phone E-mail ID Details of Flat allotted by DDA Name of the Colony Flat No. Category Floor Sector Block **Pocket** Whether property is Mortgaged? If yes, then No Objection Certificate to be uploaded YES NO Whether there is any dispute pending in the court of law or otherwise regarding the title of the property flat **UPLOAD** YES NO Documents Enclosed (Please DOWNLOAD and fill the following document, then UPLOAD the same) (Manual copy should also be send to the authority in case of the time of allotment) **Affidavit** DOWNLOA **UPLOAD** Indemnity Bond DOWNLO **UPLOAD** Undertaking DOWNLOA **UPLOAD** Date: DD-MM-YYYY Signature of Allottee/ Lessee/ Mutatee Mobile No. UPLOAD



Delhi Development Authority

Resident Welfare Association Maintenance Request Form

Regis	stered Mobile No. of the Resident	
	GET,OTP	
Details of Resident		
Name	· · · · · · · · · · · · · · · · · · ·	
Details of Address		
Area	—Select—	
Road	Building	11
Flat No.	Room No.	
Pin Code	Mobile/ Phone	
E-mail ID		
Details of Maintenance		
	Type of Problem (Tick (V) whichever is applicable)	
☐ Flectrical ☐ Se	ecurity Heating Plumbing Internet Pest Control External Grounds Gas (LP	G)
	- MM - YYYY Problem caused by	
Description (Optional)		
	·	
Item to be fixed	· Charles	
to the same of the	a replan is to be fixed, then mention here	
if any other	er problem is to be fixed, then mention here	
	SUBVIDE #	

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