

**DEVELOPMENT AUTHORITY
LAND DISPOSAL DEPARTMENT
COORDINATION BRANCH**

F. LD/CORD/0017/2020/F1/-COORDINATION (LD)

Date: - 25.06.2020

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

The Competent Authority has given approval for re-opening of NSK for execution of Lease deed/Conveyance deed and submission of Conversion application for Land Disposal department only from **29.06.2020**. The necessary instructions and guidelines have been enclosed with this letter to be followed by everyone in letter and spirit.

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

S. No	Day	Execution/ Submission of Conversion application
1	Monday	LAB(Rohini) and Commercial land
2	Tuesday	Group Housing and LSB(Residential)
3	Wednesday	OSB and Commercial Estate
4	Thursday	Industrial and LAB(Rohini)
5	Friday	Co-operative Society and LSB(Residential)

(Md. Aftab Alam)
Dy. Director (Coordn/LD)

Encl: As above

Copy to:

1. OSD to VC/DDA for kind information
2. PS to PC(LD) for kind information
3. PS to Comm.(LD) for kind information
4. All Directors of LD
5. All Dy. Directors of LD for compliance and with a request to collect the safety items in advance from EE, SED-1.
6. Chief Security Officer for compliance please.
7. Executive Engineer, SED-1 for compliance and to provide the requisite safety items in advance to respective Branches.
8. Director (Systems) 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 for General Public information.

(Md. Aftab Alam)
Dy. Director (Coordn/LD)

Guidelines/SOP to be followed at NSK

1. Concerned branches shall give the execution date only when all the formalities completed by allottee like payment of all dues, affixing of photograph, name of witness along with identification document. The execution call letter (ECL) shall be sent to allottee through email/post/SMS.
2. Concerned branches will provide the staff list and list of Allottees along with witnesses visiting DDA for execution to Security in charge through email/letter at least one day in advance.
3. Concerned branches shall call only those allottees who are residing in NCR in the first phase.
4. The message sent to allottee through email/post/SMS must clearly mention the following items:-
 - a. Date and time of appointment
 - b. List of documents (original & photocopy) to be brought at the time of appointment
 - c. Installation of Aarogya Setu app
 - d. Wearing of face masks will be mandatory
 - e. Only the allottee/co-allottee/witnesses will be allowed to be entered
 - f. Any one identity card
5. Allottees should be called in time slots of 30 minutes each from 10:30 AM till 4:30 PM
6. Only 10 executions maximum (Slot wise) per day per branch is to be done and Branch wise roaster for LD are as under :

S. No	Day	Branches
1	Monday	LAB(Rohini) and Commercial land
2	Tuesday	Group Housing and LSB(Residential)
3	Wednesday	OSB and Commercial Estate
4	Thursday	Industrial and LSB(Residential)
5	Friday	Co-operative Society and LAB(Rohini)

7. Chief Security officer to ensure the following:
 - I. Proper seating arrangement for the officials and allottee along with 2 witness while keeping social distancing norms.
 - II. Barricading should be done at entry gate and separate entry/exit gate be opened for this purpose.
 - III. Those persons whose details have been matched with the details provided by the branches should be allowed only during allotted time. If any allottee is early/late for the appointment, he /she should not be allowed to enter and should be advised to seek another date and time.
 - IV. Only those person should be allowed to enter whose status in Aarogya Setu App is "Safe or low risk" along with prescribed affidavit. Red/Orange status should not be allowed to enter.

8. Executive Engineer , SED 11 to ensure and arrange following:-

- I. NSK may be sanitized thoroughly along with the routes of entry and exit gate every day before 9.30AM and after completion of execution.
- II. Touch free hand sanitizer may be installed at entry, exit and inside the NSK and topped up regularly.
- III. Proper container for disposing the mask/gloves may be kept at the NSK for the staff/visitor.
- IV. Following items are to be provided per day at NSK for DDA officials.

S. No	Item	Quantity
1	Hand Gloves	30 per week
2	Face mask	30 per week
3	Face Shield	30 per week

9. Allottes and witness have to ensure and follow following

- I. Bring all original documents and complete all formalities as mentioned in ECL.
 - II. Allottes may be directed to carry their own stationary like Pen, Stamp pad, gum stick etc.
 - III. Allottees and witnesses will be required to wear the protective gear (Face mask) as per the prevailing requirement. They will continue to wear the mask throughout presence in DDA.
 - IV. Vulnerable persons, such as very elderly, pregnant ladies, persons with health issues are advised not to come in DDA for execution for the time being. The same may be informed to DDA through email id of respective Deputy Directors available on DDA websites
 - V. Aarogya Setu App status (for compatible device) and thermal screening may be checked before entering in the NSK. Persons with Red/Orange status in the Aarogya Setu App would not be permitted to enter.
10. Above guidelines are not exhaustive and everyone has to follow extant guidelines issued from time to time by GOI and Delhi Government.
11. In case of any query, following person may be contacted Md. Aftab Alam, Deputy Director, NSK/Co-ordination-LD, 011-24661427 email- aftab.alam88@gov.in