

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(ALLOTMENT BRANCH)

Room No. C-11, Vikas Kuteer,
I.P. Estate, New Delhi-02.


No: DD/ Allott./2016/D - 242

Dated: 25/7/16

In compliance of circular No. D-175/Dy.Dir./Admn./2016 dated 19.7.2016 the information in respect of 17 points as provided in section 4(b) of RTI Act, 2005 is enclosed herewith for information and necessary action.

This is issued with the approval of Director(Allotment).

M/1059/D.D/25/7/16
The-24/7/16


22.07.16.
Dy.Dir. (Allott.)

✓ Dy.Dir.(System)

Manual under Right to Information Act-2005 (updated upto 20.07.2016 under Section 4(b)

The particulars of its organisation, functions and duties.(Section 4(b)(i).

- 1) The Allotment Branch is making allotment of the flats on the basis of eligibility letter received from property branch, Under Slum Clearance Scheme, and also on the basis of offer letter/eligibility letter received from concerned S.D.M(Relief) Delhi Govt., under the Scheme of Riots Victims of the year 1984.
- 2) Mutation / Transfer the name of legal heirs of the allottee.
- 3) Documents required for mutation:- Original Death Certificate of allottee, copy of registered will/succession certificate, relinquishment deed(regd) in prescribed format, indemnity bond(regd.) in prescribed format, affidavit regarding details of family members in prescribed format, undertaking in prescribed format, copy of ration card/voter ID card/Adhar Card duly self attested, any other relevant documents.
- 4) Execute the freehold rights to the allottees/purchaser of flats allotted under Slum Clearance Scheme and under the Scheme of Riots Victims of the year 1984.
- 5) Receipt and scrutiny of Application Form, Sending letter to applicant for left out documents and seeking clarification required as per guidelines, Calculation of outstanding dues, if any by the concerned branch and verification/concurrence of Account Branch (HAU/D&C) for raising demand against the property, calling survey report from the DD(Survey) about physical possession over the premises, sending demand letter to applicant for depositing the outstanding dues, verification of outstanding dues deposited by applicant from Account Branch.
- 6) Furnish the reply of RTI /Appeal case/CIC, PGC reference/PGMS, reply of Court Cases, Parliament Question pertaining to the Allotment Branch.

The powers and duties of its officers and employees.(Section 4(b)(ii).

1. Director(Allotment) – The power to decide the disputed cases.
2. Dy.Director(Allotment)- The power to allow the mutation and grant freehold rights to the applicant and signature on the court cases/RTI Cases/PGMS/PGC.
3. Asstt. Director(Allotment)- The power to sign the call letters, demand notices, survey letter, covering letter for stamping in freehold cases and supervision of all cases and maintain the office manual procedure.

The procedure followed in the decision making process, including channels of supervision and accountability. (Section 4(b)(iii).

The application received in the Board has been processed as per guidelines issued by the Board from time to time and action taken accordingly.

The norms set by it for the discharge of its functions; (Section 4(b)(iv).

The officials posted in the Allotment Branch discharged their duties as per orders issued by the Administrators from time to time.

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; Section 4(b)(v).

- 1) The Allotment Branch is making allotment of the flats on the basis of eligibility letter received from property branch, Under Slum Clearance Scheme, and also on the basis of offer letter/eligibility letter received from concerned S.D.M(Relief) Delhi Govt., under the Scheme of Riots Victims of the year 1984.
- 2) Mutation / Transfer the name of legal heirs of the allottee.
- 3) Documents required for mutation:- Original Death Certificate of allottee, copy of registered will/succession certificate, relinquishment deed(regd) in prescribed format, indemnity bond(regd.) in prescribed format, affidavit regarding details of family members in prescribed format, undertaking in prescribed format, copy of ration card/voter ID card/Adhar Card duly self attested, any other relevant documents.
- 4) Execute the freehold rights to the allottees/purchaser of flats allotted under Slum Clearance Scheme and under the Scheme of Riots Victims of the year 1984.
- 5) Receipt and scrutiny of Application Form, Sending letter to applicant for left out documents and seeking clarification required as per guidelines, Calculation of outstanding dues, if any by the concerned branch and verification/concurrence of Account Branch (HAU/D&C) for raising demand against the property, calling survey report from the DD(Survey) about physical possession over the premises, sending demand letter to applicant for depositing the outstanding dues, verification of outstanding dues deposited by applicant from Account Branch.
- 6) Furnish the reply of RTI /Appeal case/CIC, PGC reference/PGMS, reply of Court Cases, Parliament Question pertaining to the Allotment Branch.

A statement of the categories of documents that are held by it under its control; Section 4(b)(vi).

Allotment files containing record of allotment and documents for Mutation/Freehold rights under the Slum Clearance Scheme and under the Scheme of Riots Victims of the year 1984.

The particulars of any arrangement that exists for consolation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof; Section 4(b)(vii).

As per decision taken by the Board from time to time.

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public , or the minutes of such meeting are accessible for public; Section 4(b)(viii).

Relating to Admn. Branch.

A Directory of its officers and employees. Section 4(b)(ix).

Detail available on the website of DUSIB from Director to Dy.Director.

The monthly remuneration received by each of its officers and employees, including the systems of compensation as provided in its regulations made; Section 4(b)(x).

The information is to be provided by the Accounts/Finance Wings.

Section 4(b)(xi)

Pertaining to Finance wing and Accounts wing.

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; Section 4(b)(xii).

Not applicable.

Particulars of recipients of concessions, permits or authorisations granted by it; Section 4(b)(xiii).

Not applicable.

Details in respect of the information, available to or held by it, reduced in an electronic form. Section 4(b)(xiv).

It pertains to the Computer/System Branch.

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; Section 4(b)(xv).

The person seeking information may submit his application addressed to PIO Allotment Branch DUSIB in Room No. C-11, Vikas Kutir, ITO New Delhi-02.

Section 4(b)(xvi & xvii)

The names, designations and other particulars of the Public Information Officers;

1.Sh. R.K.Gupta, Director(Allotment) and First Appellate Authority, Phone No. 23378571.

2.Sh. Rajender Kumar, Dy. Director (Allotment) and Public Information Officer, Phone No. 23370560.

Asstt. Director (Allotment)