

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DELHI URBAN SHELTER IMPROVEMENT BOARD**

Administration Branch

Room No. 4, F-Block, Vikas Kutir, I.P. Estate, New Delhi-02

No: GA/1088/1/Admn./2021/D-162

Date: 28/9/21

OFFICE ORDER

On the recommendation of the Allotment Committee, Competent Authority, DUSIB vide orders dated 21.09.2021 has been pleased to allowed for Fresh allotment/ Additional Allotment & Change of Staff Quarters in respect of the following officials of DUSIB, on the terms and conditions given in this order:

ALOTMENT OF FRESH STAFF QUARTER

SN o	Name & Designation	Father's Name	Request for allotment of Staff Quarter.	Remarks
1	Sh. Prakash Chand, Driver	Sh Chander Sain	D-20-B, Madipur	Recommended D-20-B, Madipur on normal Licence fee
2	Sh Sunil Kumar, RWC Driver	Sh Mohender Singh	54, Raghbir Nagar	Recommended 54-Raghbir Nagar, on normal Licence fee

ALLOTMENT OF ADDITIONAL STAFF QUARTER

S. No	Name of Official & Desigantion	Father's Name SSh/Smt.	Request for additional allotment	Already Allotment	Remarks
1	Sh Manish Kumar, UDC	Jai Narayan Mallik	G-68-A, Tilak Vihar	G-68-B, Tilak Vihar	Recommended G-68-A, Tilak Vihar, on double License Fee
2	Sh Vikas Sharma, LDC	R.M. Sharma	G-34-B, Tilak Vihar	G-33-C, Tilak Vihar	Recommended G-34-B, Tilak Vihar, on double licence fee
3	Sh Hitender, LDC	Chiranji Lal	G-73-A, Tilak Vihar	G-72-A, Tilk Vihar	Recommend G-73-A, Tilak Vihar, on double licence fee
4	Sh Praveen Kumar, LDC	Surender Kumar	G-35-A, Tilak Vihar	----	Recommended G-35-A, Tilak Vihar, on double licence fee
5	Sh Prakash Chand, Driver	Chander Sain	D-18-A, Madipur	----	Recommended D-18-A, Madipur, on double licence fee
6	Sh Arun Kumar, Chowkidar	Brahmanand	G-59-B, Tilak Vihar	G-60-B, Tilak Vihar	Recommended G-59-B, Tilak Vihar, on double licence fee

CHANGE OF STAFF QUARTER/ ADDITIONAL STAFF QUARTER

S No	Name of Official/ designation	Fathers/ Husband Name SSh/ Smt	Present Possession	Exchange with Quarter No.	Remarks
1	Sh Praveen Kumar, LDC	Surender Kumar	G-75-B, Tilak Vihar (Main Quarter)	G-34-A, Tilak Vihar (Main Quarter)	Recommnded G-34-A (main quarter), Tilak Vihar on normal Licence fee.
2	Sh Deepak Kumar, UDC	Dharam Singh	G-40-A, Tilak Vihar (main quarter) & G-39-B, Tilak Vihar (additional quarter)	G-65-B (main quarter) & G-66-B (Additional quarter), Tilak Vihar	Recommended G-65-B (main quarter) on normal licence fee & G-66-B, Tilak Vihar (Additional quarter) on double licence fee

Diary No. 224 DDC/17
Date: 29/9/2021
Computer Division (DUSIB)
Govt. of NCT of Delhi

TERMS & CONDITIONS

1. The allottee shall take over the possession of allotted staff Quarter within 15 days from the date of issue of this letter from the concerned Executive Engineer (DUSIB).
2. If the allottee fails to take over the possession of Quarter by the stipulated period, then the allotment made in his name shall be cancelled. Further, he will be debarred for Departmental accommodation for ONE YEAR and other eligible employees shall be given allotment of said Quarter immediately.
3. The Competent Authority (DUSIB) shall be the final Authority to resolve any dispute in connection with allotment case, if it is found that the allotment has been obtained by mis-representation concealment of facts, then the allotment shall be cancelled and disciplinary proceedings shall be initiated against him.
4. The licence fee/HRA shall be applicable for deduction from the date of taking over the possession within 15 days from the date of issue of this letter which ever is earlier. The licence fee shall be charged from the allottee under FR-45 @ Rs. (as prescribed licence fee) P.M. (provisionally) subject to charge in future on revised rates as per the concurrence of Finance Wing i.e. A.O. (HAU).
5. The allottee after taking over the possession of Quarter allotted to him shall inform the Director (Admn)/ D.D.O. concerned immediately.
6. The allottee shall not use any portion of Quarter allotted to him for any purpose other than residence or any such type of official dealing.
7. **He shall not make any addition or alternation in the allotted staff Quarter without taking the prior permission of the Competent Authority.**
8. **The allottee shall not sub-let any portion of the allotted quarter.**
9. The allottee shall take NOC for water and electricity connection for each allotted staff quarter separately within 15 days of the taking over the possession of staff quarter, failing which allotment of staff quarter will be cancelled.
10. The allottee shall ensure that he/ she produce NOCs from the BSES/BRPL as well as DJB and also further ensure that he surrender the Electricity/ Water Meter to the Authority concerned at the time of vacation of taking over the physical possession of the said staff Quarter, so that the subsequently no bills are charged against the subsequent allottee or the Department.
11. The concerned Executive Engineer shall forward a copy of handing over of staff quarter to allottee to Administration Branch immediately.
12. In case of officials belonging to the other Department of Govt. of NCT of Delhi, having allotted the staff quarter of DUSIB, he/she shall submit an undertaking, that they have intimated their PAO/DDO and requested them to re-imburse the HRA to DUSIB treasury.
13. The Finance/Accounts Branch of DUSIB shall tie up with concerned PAO of the employee of GNCT of Delhi for payment of HRA to DUSIB from his/her salary.
14. The final allotment will be made once the employee of GNCT of Delhi produces a certificate from its Accounts Head/Finance Branch that License Fee/HRA will be

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deducted from his/her salary and will be remitted to DUSIB regularly and will also be mentioned in his LPC if he or she is transferred from that department.

15. The concerned Executive Engineer may be requested to hand over additional staff quarter being allotted in exchange, only after taking over the possession of additional staff quarter allotted earlier, with proper NOC from concerned authorities i.e. Water, Electricity etc.
16. In case, the allottee fails to abide by the above-mentioned terms & conditions, disciplinary proceedings shall be initiated against him and allotment shall be cancelled forthwith. The action shall be taken as per rules in this regards.

Dy. Director (Admn)

Distribution:-

1. Ex. Engineer's (Civil/Elect) concerned for necessary action please.
2. All DDOs for necessary action please.
3. AO (HQ/HAU) for further necessary action please.
4. Individual concerned.
5. P/F & S/Book of the officials concerned.
6. Office copy/guard file.

DD (System) for upload.