

**DELHI DEVELOPMENT AUTHORITY
COORDINATION (HOUSING), 2nd FLOOR,
D-BLOCK, VIKAS SADAN INA NEW DELHI**

No. F1(42)2015/Coordn./H/DDA/617

Dated: 06/05/2019

General Principles of Maintenance of DDA Flats

- **The individual flat owners will be fully responsible for all internal maintenance of their flats** after they take over the possession. There will be no warranty / guaranty from DDA, other than warranties/ AMC built into various contracts, against any type of defect and therefore, the flat owners must take over the flats after thoroughly inspecting the flats and all the fittings & fixtures.
- The maintenance of building is to be dealt in two categories: **one of major (capital nature)** and the **second is day to day maintenance**. For day to day maintenance as well as provision of common services and amenities, RWAs have to set up a separate fund and open a separate bank account for which they may fix a monthly or quarterly contribution from every flat owner/ resident so that common services and amenities of the Housing pocket are taken care of and day to day maintenance is done. This also includes operation and maintenance of the Lift. Day to day maintenance including maintenance of green areas, cleanliness of campus/colony/housing pocket, replacement of light fittings in common areas, maintenance and operation of lifts, payment of electricity bill for common areas etc. is absolutely essential function which RWAs must perform and take responsibility for. RWA may out-source this work to any maintenance company or organization or may hire its own man-power for this purpose. DDA will prepare a panel of maintenance service providers which shall be available to the RWAs. They can choose a service agency from that panel or make any other arrangement. DDA will, however, not be responsible for any expenditure on this account and RWAs must make its own arrangement to cater to this requirement. The engineer of DDA and the link officers will provide assistance and guidelines for this functioning whenever required. DDA will however, bring out schemes and competitions to encourage cleanliness and other maintenance in these colonies.
- **Major repairs (capital nature)** including white-wash of external areas must be carried out on need basis subject to availability of funds. The schemes where maintenance

deposit has been collected by DDA can be divided in two parts i.e. flats offered through 2010 scheme in New Housing Pockets and flats offered through 2014 scheme in New Housing Pockets including surrendered flats of 2014 scheme which were again offered in 2017 scheme. The terms and conditions mentioned in the brochure of 2010 scheme are different from those mentioned in brochures of 2014 & 2017. **As per terms and conditions of respective brochures the guidelines for major repairs (capital nature) of these schemes are as follows:**

- **Flats in New Housing pockets offered in 2010 Scheme** – Major repairs (capital nature) of Civil nature will be carried out by Engineering department of DDA for 30 years on need basis as per the schedule mentioned in the Scheme’s brochure. The schedule mentioned in the Brochure of 2010 Scheme is enclosed as Annexure A. Major repairs of Electrical nature will not be carried out by DDA. However RWAs may create fund for major maintenance of Electrical nature by taking yearly contribution from the flat owners. The DDA’s electrical wing will provide assistance in preparing estimates and execution of work as may be requested by the RWAs. DDA will not charge any fees for this assistance. The link officer for RWA will coordinate with the RWAs to set-up a major maintenance fund for repairs of Electrical nature.
- **Flats in New Housing Pockets offered in 2014 scheme and 2017 scheme including left out flats of 2014 scheme in such pockets** - Major repairs (capital nature) will be carried out by the Engineering staff of DDA out of the money available from interest as provided in the scheme. The amount available will be communicated to the RWAs which will decide the priority of works to be taken up. The detailed modalities for pockets offered through 2014/2017 Scheme or those allotted prior to 2010 scheme are given in subsequent paragraph.
- **For schemes where no maintenance fund has been created by DDA** and cost of flat does not include maintenance charges, **RWAs should create the funds for major maintenance by taking the monthly/quarterly/yearly contribution from the flat owners** which will be deposited in the account to be operated by the RWAs. This should be then utilized as per the priority settled by the RWAs. The DDA’s engineering staff will provide assistance in preparing estimates and execution of work as may be requested by the RWAs. DDA will not charge any fees for this assistance. The link officer for RWA will coordinate with the RWAs to set-up a major maintenance fund.

- **The detailed modalities for carrying out major repairs (capital nature) in pockets offered through 2014/2017 Schemes where maintenance charges/deposit has been collected by DDA will be as follows:**
- **Every Housing pocket of DDA flats will have a separate RWA registered with DDA.**
 - The pocket is defined in the respective housing schemes. Wherever, the pocket is not clearly defined, the authority to define the pocket will be Commissioner (Housing), DDA. An RWA having any doubt about pocket, may contact Commissioner (Housing), DDA directly or through Link officers.
 - In case there are more than one RWAs already registered in a housing pocket, they may come together as a Federation for joint maintenance of that Housing pocket. For this, permission may be taken from the Pr. Commissioner (Housing) and this Federation will then be recognized by the DDA for the purpose of maintenance of the pocket.
 - DDA will open a separate escrow account for maintenance purpose for each Housing pocket. The RWA or Federation has to indicate one authorized signatory to operate this escrow account.
 - The escrow account will be interest bearing and will be jointly operated by the nominated authorized signatory of the RWA and the Executive Engineer authorized by the DDA.
 - DDA will deposit the interest amount from the Maintenance fund in the escrow account from time to time.
 - RWA will decide what maintenance works are to be taken up in accordance with the needs of the pocket. They will then inform the link Officer who will then take further necessary action in order to get the work executed. There will be two options available; the RWA may decide to get the work executed by them. The other option is that the RWAs may ask the Link Officers to get the work executed through DDA.
 - In case the amount required for the work to be executed is more than the amount available in the RWA's escrow account, the RWA will contribute the balance amount required for the purpose.

- This arrangement will be in place for a period of 30 years.
- The Responsibility of Maintenance of common areas which are common to several housing pockets/colonies will be with urban body, after the area is handed over to the urban body. Till such time the area is handed over to urban body, maintenance will remain with DDA. While handing over, DDA will clearly mark the area to be maintained by the urban body and area to be maintained by RWAs.
- Those facilities which are common to more than one RWA like Community Centre, Gyms etc. will be maintained by DDA. DDA may levy charges for usage of such facilities. In cases where facility is handed over to RWAs or to the urban bodies, the maintenance responsibility will also be given accordingly.

This issues with the approval of Competent Authority.

-s/d-

Commissioner (P/H)

Copy to:-

- 1. OSD to VC for kind information of the latter.**
- 2. Finance member, DDA for kind information.**
- 3. Engineering Member, DDA for kind information.**
- 4. CE (HQ, SZ, NZ, EZ, Rohini, Dwarka) for necessary action.**
- 5. Link Officers for necessary action.**
- 6. Dy. Director (System) with the request to upload on the website.**

-s/d-

Commissioner (P/H)