

**Delhi Development Authority**  
**Office of the Commissioner Land Management**  
**Vikas Sadan, INA , New Delhi**

No.. **F9(116) 2019** LMC/cmr/DDA/29

Dated... **15/11/2021**

**OFFICE ORDER**

**Subject: SOP/Instructions for removal/ stopping/ sealing of unauthorized developments/ unauthorized constructions in Development Area falling under Land Pooling Policy.**

1. Instructions were issued by the VC, DDA vide No. PS/VC/DDA/2019/315-N dated 23<sup>rd</sup>/24<sup>th</sup> September 2019 and by the then Principal Commissioner (LM) vide Office Order No. PS/DLM-I/DDA/2017/659 dated 27.09.2018 for removal of encroachment and protection and utilization of DDA's land by the LM Wing, Horticulture, Engineering Department/ Planning Department. **(The Copies of the instructions are annexed).**

The above mentioned instructions are applicable for the land belonging to or in custody of Delhi Development Authority (DDA) and do not cover the removal of unauthorized construction on private land falling in the areas declared as 'Development Area' under section 12 of the DD Act, 1957.

2. The Development Authority has also obligation to check the unauthorized development activities in the areas declared as Development Area under section 12 of DD Act, 1957.
3. Accordingly, the following guidelines and SOP shall be followed by the Department concerned of DDA for initiation of prosecution action and removal/stopping/ sealing of development activities commenced or is being carried out or has been completed in areas notified as "Development Area" (including urbanized villages which forms part of Land Policy) which are in contravention of the Master Plan or Zonal Development Plan or without the permission, approval or sanction referred to in Section 12 of DD Act, 1957 or in contravention of any condition to which such permission, approval or sanction has been granted:
  - i. The 95 Urbanized Villages which forms the part of "Development Area" for the purpose of Land Pooling Policy **are listed in the Notification No. F.12 (152)/2014/L&B/MP/PLG/2572 dated 16<sup>th</sup> June, 2017** issued by the Land and Building Department, Government of NCT of Delhi. **(Copy of notification enclosed )**

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- ii. The overall responsibility of checking, prosecuting and removal of the unauthorized development/ construction in Development Area will be with the Land Management Department of DDA.
- iii. The officer at the level of Dy. Director and above, in Land Management Department of DDA shall initiate appropriate action as per Section 30, 31, 31A of DD Act, 1957 on the basis of field inspection conducted by the LM Department, complaints received from general public or references received from other Departments/ agencies after due verification of the same.
- iv. The action by the officer concerned of LM Department shall be initiated as expeditiously as possible, but should not usually be delayed beyond 5 working days of the receipts of complaint/ reference/ inspection report.
- v. All the actions pertaining to factual verification, issue of show-cause notice, registering FIR, issue of demolition/ stoppage/ sealing order etc. as per the laid down procedure and provisions of the DD Act, 1957 shall be the responsibility of the officer concerned of the LM Department.
- vi. The LM Department shall maintain a register for monitoring and recording the action taken on complaints/ reference received in respect of unauthorized development in Development Areas including the areas under Land Pooling Policy, which is to be filed online by respective Dy. Directors of the Zones and to be made accessible to the higher officials for monitoring and supervision with their unique user IDs.
- vii. A master data shall be prepared, maintained and updated by the LM Department in electronic format on the lines of STF cases monitoring, which inter-alia shall have details about the land extent under Development Area, details of land where violations detected/ reported, notices issued, demolitions undertaken, FIR's lodged, outcome of FIR's, month wise disposed cases, pending cases, litigation issues if any, age analysis of pending cases, etc.
- viii. The removal/demolition of the unauthorized development /construction in development areas including the land pooling areas shall be carried out under the supervision of the Executive Engineer of the Engineering Division, DDA of the concerned zone who has the necessary paraphernalia- man machinery/ QRTs, on receipt of such orders from the Dy. Director/ Director of the LM Department.
- ix. The Chief Engineer of Zone (in Land Pooling Areas) shall appoint Nodal Officers at the level of Executive Engineer for each zone to coordinate with the LM Department with respect to carrying out the demolition programmes.
- x. The LM Wing, DDA shall maintain the record of demolition/ removal of unauthorized development undertaken by having photographs/ videography properly time stamped, catalogued and properly stored. These records shall be digitized and linked to the online software as and when it is developed.

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- xi. For successful execution of removal/ demolition of unauthorized construction in Development Areas, a close coordination amongst the Engineering Wings and LM Development shall be required and accordingly, the program shall be fixed with prior consultations amongst the Departments so as to ensure availability of all logistics and fulfillment of requisite formalities.
- xii. In order to have effective monitoring and execution, a fortnightly coordination meeting shall be held under the chairmanship of Commissioner (LM) with the officers of LM, Land Pooling and concerned Nodal Officers (Ex. Engineer) from Engineering Zones falling in Land Pooling Areas.
- xiii. A Monthly report shall be forwarded to the Member (LM) DDA and Member Engineer DDA by the LM Department on the action taken in respect of removal of unauthorized construction in 'Development Areas'.
- xiv. Bi-monthly review meeting shall be held at the level of Member (LM), DDA, with the Commissioner (LM), Commissioner (LP) and the Chief Engineers of Zone concerned for the purpose of monitoring and checking the unauthorized development in Land Pooling Zones.
- xv. The Land Pooling Department shall take proactive measures/steps to create awareness and shall publish public notice in newspapers periodically to inform the public about the provisions relating to unauthorized development in Development Areas.
- xvi. The LM Department and Engineering Department shall continue to protect the DDA's land from encroachment/unauthorized construction on DDA/ Government land falling in their jurisdiction in addition to the removal of unauthorized development/construction in Development Areas.

**Enclosures: As above**

  
(Neeraj Bharati)

**Commissioner /Land Management, DDA**

**Copy to :**

15/11/2021

1. Member LM, DDA
2. Member Engineer DDA
3. Commissioner (PLg.)
4. Commissioner (Land Pooling Cell)
5. OSD to VC, DDA
6. All Chief Engineers/ DDA
7. All Directors/ LM
8. All Dy. Directors/ LM

  
(Neeraj Bharati)

**Commissioner /Land Management, DDA**