



**DELHI DEVELOPMENT AUTHORITY**  
**[Staff Quarter Allotment Branch]**

No. F1(9)2024/SQ/DDA/293

Date : 02/05/25

**CIRCULAR**

It has been informed by concerned Engineering Wings that the allottees of the following staff quarters are required to be shifted/ evacuated as early as possible due to dilapidated/ unsafe condition of these staff quarters.

- a) Basant Village Type I Staff Quarters
- b) Chirag Enclave Type I staff Quarters
- c) C4H JanakPuri Type II Staff Quarters
- d) A-Block, C-Block and M-Pocket Dilshad Garden (Type I, II and III staff Quarters)

2. Accordingly, it has been decided by the Competent Authority that an online mini draw may be conducted in order to shift/ evacuate the allottees of the aforesaid staff quarters to other places.

3. Therefore, DDA Staff Quarter Branch invites applications from all the allottees of the aforesaid staff quarters for their choices of localities of Staff Quarters (Type-I to Type-III category). Allotment of Staff Quarters will be made through online draw. For the purpose of submitting applications, the officers/officials are required to get themselves registered on DDA's Website (link - <http://ddaservices.dda.org.in/sqas/>), as per the instructions detailed in the 'Operational Manual' appended herewith (Annexure-A). Once the officer/official is registered, he/she can apply for allotment of the vacant Staff Accommodation.

4. The vacancy position for Type-I to Type-III category Staff Quarters is detailed as below:-

Type	Type-I	Type-II	Type-III
Nos.	8	211	48

5. The list of vacant Staff Quarters is at Annexure-B.

6. Reservation to Physical handicap applicants after providing/enclosing medical certificate from a Head of Department of the Specialty of concerned disease of a Government Hospital indicating the nature and extent of physical handicap or disease and recommending such for change is furnished.

7. The reservations in allotment of accommodation to SC/ST employees and Ladies Pool, shall be as under:

Category	Type	Reservation
Physical Handicap	I to III	05% each
Ladies Pool	I to III	10% each
SC/ST	I & II	10% each
SC/ST	III	05% each

8. In case, there is no Scheduled Tribe applicant in the unified waiting list, the quota reserved for Scheduled Tribe will be allotted to SC applicants.

9. The Scheduled Caste and Scheduled Tribe applicants shall mention the fact that as to whether they belong to Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation, which shall be verified by the office of the applicants from their record/concerned DDO, at the time of acceptance of allotment of accommodation by the applicant.

10. The applicants are also required to indicate their pay-matrix/basic pay in the prescribed column of the application form.

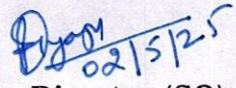
11. If any allottee fails to accept the allotment of Staff Quarter within 08 days from the date of allotment of the said accommodation, or fails to take possession within 05 working days from the date of receipt of the letter of authorization, *he/she shall be debarred to apply automatically for residential accommodation for a period of 03 months from the date of non-acceptance of allotment subject to payment of one month's normal licence fee for that type of accommodation.*

12. **The applicant may opt 3 options of locality in respect of allotment of Staff Quarter.**

13. **As per Point No. 6 of Minutes of meeting issued vide HUPW/ CACD/ 0001/ 2025/ MISC/27 dated 11.03.2025, the staff quarters at Safdarjung Development Area and Old Rajinder Nagar are under consideration for re-structuring/ re-construction and therefore, the allotment of staff quarters at these places would be carried out subject to the condition that the allottee would have to vacate the staff quarters whenever the scheme for reconstruction is taken up.**

14. **The process of Online registration and submission of application shall remain open for 15 days w.e.f. 05.05.2025 to 19.05.2025.**


15. **It is mandatory for all the allottees of the aforesaid staff quarters to submit their preferences in order to shift them to other staff quarters.**

  
Dy. Director (SQ)

Encls. (i) Operational Manual – Annexure-A  
(ii) List of vacant SQs- Type-I to Type-III – Annexure – B

Copy to:-

1. Dy. Director (System) – with the request to up-load this on DDA's website.
2. Notice Boards at Vikas Sadan & Vikas Minar and other Zonal Offices/Field Offices.
3. To all concerned allottees

  
Dy. Director (SQ)  
Delhi Development Authority