Office of the District & Sessions Judge
Court No. 8076
09 SEP 2015
Rohini Courts, Delhi

3851/8
26 JUN

GOVT. OF N.C.T OF DELHI
PUBLIC WORKS DEPARTMENT
5th LEVEL, B-WING
DELHI SECRETARIAT, I. P. ESTATE,
NEW DELHI-110002

No.F.4(Allot)/Circular/PWD/2015/ 10843-48 Dated: 24/6/15

CIRCULAR

It has been observed that while surrendering the Government Flats as well as applying for No Objection Certificate after vacating the flat the required documents are not being submitted by the concerned allottee of Govt. Flat, resulting into a lot of correspondence and also wastage of time in processing their matters effectively, and in a time bound manner.

In order to minimise the grievances of the allottees and to facilitate them and in continuation of the earlier instructions issued by this department from time to time, it is hereby informed that all allottees of the Govt. Flats of GNCT Delhi, in view of the provision of GNCT Delhi Administration allotment of Government residences (General Pool) Rules, 1977, while surrendering their govt. accommodation as well as while applying for NOC after vacating the govt. flat/house, would submit the following documents invariably alongwith their application:-

While Surrendering the Govt. Flat/House

1. No Dues Certificate of Electricity from the concerned agency.
2. No Dues Certificate of Water connection from Delhi Jal Board, if applicable.

While applying for NOC after vacating the Govt. Flat/House

1. Attested copy of Occupation & Vacation Report of the Flat for which NOC is required.
2. Attested copy of Occupation & Vacation Report of the previous flat, if allotted earlier. If not an undertaking to the effect that he/she was not holding/in-possession of any other Govt. Flats during his/her services, if he/she was occupying/occupied, the NOC of the said flat has already been taken, as may be applicable.

3. Attested copy by DDO/HOO of Passbook regarding deduction of Licence Fees and water charges.
4. Attested copy of Retirement Order/Death certificate.
5. Copy of Re-employment Order attested by DDO/HOO, if re-employed.
6. Self attested copy of Occupation Report of the new flat, if allotted under changed category.
7. Self attested copy of Provisional/Final NOC from L&B or PWD Department, if any.

This issues with the approval of Pr. Secy. (PWD), GNCT of Delhi.

(KAMAL DEEP GUPTA)
Dy. Secy. (PWD/Allot)

To,
All Heads of Department/Pr. Secy./Secy./Commissioner
Departments of GNCT of Delhi

No.F.4(Allot)/Circular/PWD/2015/ 10848 – 48 Dated: 24/6/15

Copy to:-

1. PPS to Pr. Secy. (PWD), Delhi Secretariat, Delhi.
2. P.A. to Spl. Secy. (PWD), Delhi Secretariat, Delhi.
3. Dy. Secy. (e-Awas) for uploading on the website for information of all concerned.
4. S.O.(Allotment)/OS(allotment), PWD, Delhi Secretariat for necessary compliance

Dy. Secy. (PWD/Allot.)

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs): DELHI

No. 26940–27140 /PF/Admn.I&II/2015 Dated, Delhi the 08/09/2015

Copy of circular No. F.4(Allot)/Circular/PWD/2015/10843-48 dated 24.06.2015 forwarded for information & necessary action to:-

1. The Ld. District & Sessions Judge, North, West, New Delhi, South, South- East, East, North-East, North-West, South-West and Shahdara District, Delhi / New Delhi with the request to kindly direct the quarter concerned to circulate the aforesaid circular among the staff posted under their kind control. Rohini (N-W)
2. All the Judicial Officers (Central District) with the request to circulate the aforesaid circular among the staff posted under their kind control.
3. All the Sr. AOs/AOs/Branch In-charge (Central District), THC, Delhi to circulate the aforesaid circular among the staff posted under their control.
4. The Personal Office of District & Sessions Judge (HQs), THC, Delhi.
5. All PROs/APROs, Tis Hazari Courts, Patiala House Courts, Saket Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi.
6. Wed- site Committee, Tis Hazari Courts, Delhi.
7. R&I Branch, Central District, THC, Delhi to display the aforesaid circular on Notice Board.

AO (I) Administration for Circulation 8/9/15

(Preeti Agrawal Gupta)
Administrative Judge(Admn.I & II) / ADJ
Office of the District & Sessions Judge (HQs),
Tis Hazari Courts, Delhi.

District & Sessions Judge (N/W)
Rohini Courts, Delhi
10/9/15

OFFICE OF THE DISTRICT & SESSIONS JUDGE : NORTH-WEST : ROHINI COURT : DELHI

No. Misc./Admn./2015/ 34580–34650 Dated, Delhi the 11th September 2015

Copy forwarded to the following with the request to kindly bring the contents of the circular to the notice of the staff members working under their kind control:-

1. All the Judicial Officers (North-West), Rohini Court, Delhi.
2. The Judge Incharge, Mediation Centre, Rohini Court, Delhi.
3. The Secretary, DLSA (North-West), Rohini Court, Delhi.
4. All Administrative Officers (Judicial) & all Branch Incharges of North-West, Rohini Court, Delhi.
5. The Record Officer (RTI-NW), Rohini Court, Delhi.
6. PS to D&SJ (NW), Rohini Court, Delhi.
7. The Facilitation Centre, Rohini Court, Delhi.
8. Web-Site of Rohini District Court, Delhi.

Nisha Khanna
ADMINISTRATIVE OFFICER (JUDL.)
NORTH-WEST DISTRICT