

LAND & BUILDING DEPARTMENT  
GOVERNMENT OF NCT OF DELHI  
B-BLOCK: VIKAS BHAWAN: NEW DELHI

F.PA/AS(L&B)/2014/ 174 - 178

Dated the 4<sup>th</sup> December, 2014.

In view of streamlining the whole process for processing the applications for allotment of alternative plots, a copy of Order No.F.(Misc.)/L&B/Alt./2012(Pt.File 1)/541-544 dated 1/5/2014 mentioning the System Operational Procedure (SOP) on the subject is re-circulated for information and necessary action.

*Gm*  
4/12/14  
**(G. SUDHAKAR)**  
Addl. Secretary (L&B)

To

1. Dy. Secretary (Alt), L&B Department.
2. Dy Secretary(Task Force), L&B Department.
3. Dy Secretary(LA-I),L&B Department.
4. Dy. Legal Advisor, L&B Department.
5. OS (T/F), L&B Department

6. Programmer, L&B Department  
Copy to:-

- 1.PA to LA-cum-SC for information of LA-cum-SC.

**LAND & BUILDING DEPARTMENT  
GOVERNMENT OF NCT OF DELHI  
B-BLOCK: VIKAS BHAWAN: NEW DELHI**

No.F.(Misc.)/L&B/Alt./2012(Pt. File 1) 541 - 544

Dated: 01/05/14

**ORDER**

In supersession of the earlier orders, the work distribution regarding the whole process for processing the applications for allotment of alternative plots shall be as under:-

**Dy. Secretary (Alternative Plots)**

1. On receipt of new applications from the R&I Branch, D.S.(Alt.) shall ensure that the same are assigned file number within 5 working days. Subsequently, D.S.(Alt.) shall send the lists of the entries of all the new applications received date-wise along with their duly assigned individual file numbers in a particular calendar month to the Programmer by the 7<sup>th</sup> of the next calendar month for assigning a seniority number as per the date of application and upload the same on the website of the department. The Programmer shall upload the same within 5 working days of the receipt of the lists.
2. On receipt of the file from the Programmer, D.S. (Alt.) shall send all the unit/individual files to the Dy. Secretary (Task Force) for scrutiny of application as per seniority.
3. However, the individual applications for inserting in the existing seniority application on account of misplacing of application, loss of the concerned file etc., the case shall be put up by Dy. Secretary (Alt.) for the approval of Pr. Secretary (L&B) after due verification by Programmer from Interanet (old record).
4. Dy. Secretary (Alt.) shall ensure that the recommendation or rejection shall be communicated within 07 working days to the applicant after receipt of the file from Task Force. A copy of the said recommendation/ rejection letter is to be endorsed to the Programmer for uploading on the website of the department. There should not be any unreasonable delay in communication of the decision of the department to the applicant, Programmer and DDA.

*G*  
11/5/14

**Dy. Secretary (Task Force)**

1. The Task Force will scrutinize the files as many as possible and it will issue the deficiency memo under signature of Dy. Secretary (Task Force) to the applicant pointing out the deficiency, if any.
2. Dy. Secretary (Task Force) shall ensure that deficiency memo shall be uploaded on the website of the Department within 48 hours of the issuance of the letter. If no deficiency is pointed out by the Task Force, file shall be put up to Alternative Plot Committee for consideration on its turn. After taking decision by the Committee, the minutes shall be drawn and a copy of it is to be sent to the Programmer for uploading on the website of the Department within 48 hours of the finalization of the minutes.
3. D.S. (Task Force) shall ensure that at least 250 files per month shall be put up before the Committee for consideration.
4. Dy. Secretary (Task Force) shall issue letter to the applicant asking for ID Proof, photograph etc. within 03 working days of the finalization of the minutes of the meeting.
5. After receipt of the requisite documents, the individual files shall be submitted, recommending or rejecting the case by the Committee, by Dy. Secretary (Task Force) to the Pr. Secretary (L&B) for approval.
6. On receipt of the final approval of the Pr. Secretary (L&B), the individual files shall be immediately forwarded to the Dy. Secretary (Alt.) for further action within the next 03 working days.

  
11/5/14

**(G. SUDHAKAR)**  
ADDL. SECRETARY (L&B)

To

1. Dy. Secretary (Alternative), L&B Department
2. Dy. Secretary (Task Force), L&B Department
3. Programmer, L&B Department

Copy for information to:-

PS to Pr. Secretary (L&B), Land & Building Department.