

**GOVT. OF N.C.T OF DELHI**  
**PUBLIC WORKS DEPARTMENT**  
**5<sup>th</sup> 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**

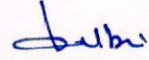
1. No Dues Certificate of Electricity from the concerned agency.
2. No Dues Certificate of Water connection from Delhi Jal Board, if applicable.

**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**

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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.)**