
	<p>PUBLIC WORKS DEPARTMENT SECRETARIAT, Govt of NCT of Delhi, (Allotment Branch) 3<sup>rd</sup> FLOOR, MSO BUILDING, I.P. ESTATE, ITO, NEW DELHI-110002</p>	
---	---	---

F.4(Policy)/PWD/2022 / 6002-6021

Dated: - 21/06/2022

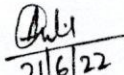
**OFFICE MEMORANDUM**

Sub: Guidelines/SOP to surrender Government Accommodation.

In supersession of all earlier decisions and orders on the above cited subject matter, to simplify the process to Surrender the Govt. Accommodation, it has been decided that the following guidelines shall be adhered by all allottees and concerned area JEs during the process of surrender of Government Accommodation :

1. The allottees or its representative after getting the clearances of 'DUES' from Electricity DISCOMs/IGL/Delhi Jal Board (whichever applicable) shall approach **DIRECTLY** to the concerned local inquiry office along-with '**Surrender Application Form**' (specimen of Surrender Application Form is Attached) and hand over the vacant possession of the house and its keys to PWD official.
2. J.E/A.E shall first check the condition of the vacant flat i.e. all the fitting and fixtures are in good condition. Thereafter check that all the information in '**Surrender Application Form**' are properly furnished and on the receipt of all requisites No dues certificates and keys of the accommodation, immediately issue the **vacation slip** to the allottee. **No allottee shall be asked by the J.E/A.E to visit PWD Secretariat for getting 'permission to surrender'.**
3. J.E/A.E concerned must forward a copy of '**Surrender Application Form**' of allottee and vacation slip to allotment branch, PWD Secretariat **on the same day** through email at [delhigpra.pwd@gmail.com](mailto:delhigpra.pwd@gmail.com).
4. J.E/A.E shall also send a consolidated report of all vacations happened along-with their Surrender Application Form and other documents, on fortnightly basis i.e. on 15<sup>th</sup> and last day of every month.
5. After getting the vacation slip, the allottee shall approach PWD Secretariat office alongwith certified copy of passbook of Licence fee deduction and other relevant records for "No Demand Certificate" of PWD.

This has the approval of Secretary, PWD.

  
21/6/22  
(ASHISH KUMAR)  
Deputy Secretary ( POLICY )

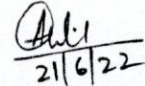
Encls: Performa of '**Surrender Application Form**'.

To,

1. All AE/JE of all PWD Housing Complexes {through E-in-C, PWD}.
2. E-in-C, PWD.
3. All DS/AHC/AD/SOs/AAOs for information and necessary action.
4. System Analyst, PWD to upload this O.M. on the PWD website for wider publicity.
5. Guard File/NOTICE BOARD.

Copy to: -

1. PS to Secretary, PWD.
2. PS to Special Secretary, PWD.

  
21/6/22

(ASHISH KUMAR)  
Deputy Secretary ( POLICY )

## Surrender Application form

To,

The AE/JE, PWD

\_\_\_\_\_, Delhi.  
(Name of Locality)

Sir/Madam,

I, Sh./Smt./Ms. \_\_\_\_\_ S/D/H/o \_\_\_\_\_  
allottee of Flat No. \_\_\_\_\_ is hereby handover the  
vacant Flat possession and its keys on \_\_\_\_\_. My other related details are as  
under:-

Name of Allottee and Designation				
Allotted government accommodation no.				
Date of physical Occupation of Govt. Accommodation				
Date of Vacation of Govt. Accommodation	Superannuation/ Retirement	Voluntary Retirement	Death	Suo-moto vacation
Date of Retirement/ voluntary retirement/ death/suo-moto vacation				
No Dues Certificate/NOC issued from i. TPDDL/BSES ii. DJB iii. IGL				
Residence Address after vacating Govt. Accommodation				
Mobile No.				
Email ID				
Current/last DDO Address				

Signature of Allottee/Representative  
Name  
Mobile No.

Date-----

Place-----