



दिल्ली सरकार
प्रमुख अभियंता, लो0नि0वि0,
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No.E-in-C/P/I (4)/2024

11346

Dated: 28.05.2025

OFFICE MEMORANDUM

Sub: Regarding non-communication of recovery of license fee to Directorate of Estates with respect to govt. accommodations timely.

A lot of government officials prefer to reside in govt. quarters in PWD, GNCTD. PWD, GNCTD has their own set of govt. quarters which are allotted to such PWD employees upon their posting in PWD from CPWD. All such posts in PWD are encadred post of CPWD.

Instances have been received whereby necessary deductions with respect to govt. accommodations i.e. HRA not drawn entry and license fee deducted from officials residing in govt. quarters are neither communicated nor credited into appropriate a/c of Directorate of Estates, Nirman Bhawan, New Delhi, timely. Such non-communication compels Directorate of Estates to send notices to govt. officials for vacation of govt. accommodation on account of non-receiving of such licence fee.

In view of the above, to alleviate the inconvenience caused to govt. officials, all DDOs/NCDDOs are directed to submit the details of HRA not paid and recovery of licence fee in the proforma attached herewith to Directorate of Estates on regular basis. All DDOs/NCDDOs are also directed to furnish ATR in this regard on quarterly basis without fail.

This issues with the approval of Engineer-in-Chief, PWD, GNCTD.

Encl: As above

(Sahanubhuti Ashok)
Director (Personnel)

To,

All DDOs/NCDDOs in PWD, GNCTD.

Copy to: -

1. Pr. Chief Engineer (M&F), PWD, 12th floor MSO Building, IP Estate, New Delhi
2. Pr. Chief Engineer (Projects), PWD, 9th floor MSO Building, IP Estate, New Delhi
3. All CEs, PWD, GNCTD for further dissemination to SEs/EEs/AEs and JEs.
- ✓ 4. PWD Website

Director (Personnel)

Performa for Certificate from DDO's regarding certificate of recovery of licence fee in Exceptional cases where recovered amount of licence fee could not be posted online by DDO.

Name of Office _____

DDO ID _____

Name of Alottee _____

Designation _____ Pay Level _____

House Allotted _____

AAN No. _____

Date of continuous posting in the current office _____

Retention order no and date (If posted in non-eligible office or outside delhi) _____

HRA not drawn from _____

Period of Leave (more than one month continuous leaves only) _____

Month of pay bill	Rate	Amount	Pay bill No. & Date of credit of license fee to head 0216 (if Credited to Govt. account)	Cheque/Payment Receipt No. of Directorate of Estates (if Paid to DOE)

(Stamp and sign of DDO)

Remarks of allotment section _____

A.D./Supdt(A/Cs) Allot _____ Section

Recovery entered by _____ (login-ID) in system at folder No. _____ page No. _____

Accountant (Rent Recovery Cell)