

## **Chapter - 3**

### **B. Duties of Various Sections**

#### **Administration Section**

The Administration Section of L&DO mainly deals with

- all establishment and administrative matters of staff/officers,
- Budget preparation,
- purchase and issue of furniture, stationery and other items for office use through Government e Market (GEM) process,
- issue of Identity Cards to employees,
- arrangement for preparation of vehicle entry pass in the premises of Nirman Bhawan in respect of all employees,
- to take care of 01 Government vehicle and 03 hired vehicles in L&DO, and
- Maintenance of Annual Performance Appraisal Reports (AP ARs) of L&DO staff etc.

#### **Vigilance Section**

Vigilance Section of this office deals with all cases involving corruption or allegation of corruption against officials of L&DO, including the complaints received from within the office, Members of Public, Central Bureau of Investigation, Central Vigilance Commission and Ministry of Urban Development are investigated in Vigilance Section. After verification of complaints, where lapses/irregularities are noticed, the disciplinary proceedings are initiated against the delinquent employee. Apart from these, cases of vigilance clearance from staff side and also the clearances/queries replies of files received from the concerned sections are also to be given to the sections. Besides, work relating to Security and Civil Defence is also dealt in this section. Documents if any required by the CBI or Special Police Establishment, etc. are supplied by this section.

#### **CASH SECTION**

1. Preparation of Salary Bills, Contingent Bills etc. through Com-DDO, PFMS and E-payment of all bills.
2. Maintenance of Pay Bill Register and preparation of all related Bills and E- payments thereof
3. Maintaining Cash Books and other Accounts Registers relating to Receipts and payments.

4. Receipt of Cheques from other PAO regarding transfer of GPF, various advances and over payments

5. Preparation of LPCs for all groups of employees.

6. Calculation of Interest on various Advances granted

7. Preparation of OTA Bills and TA Bills and Contingent Bills under the various Heads of Accounts.

(i) Office Expenses

(ii) Other Charges

(iii) Information Technology- Office Expenses

(iv) Domestic Travel Allowance

(v) Medical

(vi) Professional Services

(vii) Other Administration Expenses

(viii) OTA

(ix) Wages

(x) Salary

8. Preparation of gross sheets of Income Tax and Calculation of Income Tax filing returns and issue of Income Tax Certificates/Form 16 and Form 16/A to all official and non official staff.

9. Sending of License Fees to Directorate of Estates in respect of all groups.

10. Preparation of bills related to Final Payment of GPF, Leave Encashment and CGEGIS and posting the date to related ledger. Bills regarding Gratuity, Commutation, Leave encashment, CGEGIS, Provisional Pension of retired officials

11. Posting of all salary data ledger wise in Abstract and bill register.

12. Preparation of LTC advance, claim 10 days leave encashment and final adjustment bills and also maintained the LTC Register.

13. Maintenance of Cash Book

14. Maintenance and preparation of Bills Register, Undisbursed amount register, recovery register, contingent register etc.

15. Preparation of monthly expenditure statement.

- 16.Reconciliation of monthly Departmental Expenditure.
- 17.Correspondence with the P&AO regarding missing credits of GPF audit objections on pay and allowance and advances etc.
- 18.Mandatory disclosures under Section 4 of RTI Act in r/o the Division

### **Statement Showing Main Jobs Performed in IFC**

1. To attend public/visitor and their query, guide them in proper way.
2. To receive all daks from individual/Govt. Deptt, such as Court summon, General/ordinary dak, speed post, couriers, notice and make entry in the diary registered.
3. To receive applications such as conversion, substitution, mutation, sale- permission, mortgage permission, R TI, R TGS payments receipt.
4. To register and make a computerized entries of all receipts and print out acknowledgement slip in each case.
5. To collect bank realization slip from bank and got them entries in computerized diary register.
6. To make manual entry of the case deposit slip received from bank.
7. To distribute all the daks/receipts/applications to all concerned section.
8. All ordinary dak, speed post, Registered Post, Court Summon, Court Notice, Meeting Notice, office memorandum, RTI, Parliament question all are scanned by scanner and then distributed to concerned section/officers. Co-ordination and Policy Section The Co-ordination and Policy Section is mainly deals with the following subjects:
  1. Examination, drafting and issuance of all Policy instructions/ Office orders.
  2. Providing clarifications regarding policy issues to all sections.
  3. Circulation of copies of important notes/decisions/notifications etc.
  4. Co-ordination work relating to Parliament Questions within L&DO and other departments like DDA, MCD, NDMC etc.
  5. Upto date compilation of orders/instructions/circulars on all policy matters.
  6. Court matters of NRI allotments.
  7. Collecting data of all office for compilation of Annual Report and onward submission to the Ministry.

8. Co-ordination work relating to all matters with the Ministry.
9. Co-ordination work relating to Parliament Questions with Ministry.
10. Arranging the Land Allotment Screening Committee's meeting and placing the agendas for consideration of the Committee.
11. Co-ordination work of Land Inventory with all Govt. departments.
12. RTI matters pertaining to this section as well as others which are not specifically pertain to any section.
13. Court matters which are not specifically pertain to any section.
14. Finalization of Land rates from time to time and other work relating thereto.
15. Audit paras.
16. Examination of Cabinet Notes received from other Ministries/departments and offering comments thereon.
17. Submission of various Reports to Ministry monthly/half yearly/yearly.
18. PG cases pertaining to Co-ordination section.
19. Other residual works not specifically pertain to any section or pertain to more than two sections.

### **INTERNAL AUDIT CELL**

The main function of Internal Audit Cell is to check the terms of Govt. dues relating to files received from various sections of L&DO like Residential/Non residential (house properties, Hotel, Institutional properties, Hospital, Petrol Pumps, Schools, Colleges, religious places, encroachment on Govt. land etc.

1. Checking the terms and conditions of lease deed i.e. area, rate of ground rent, plot/GBP, type of lease i.e. Appendix XI, XII, Perpetual lease etc.
2. Checking of record of files as per inspection reports.
3. Checking of area of misuse as per inspection reports, rates according to period, permissible coverable area as per bye-laws, ratio of percentage as per period prescribed by the Govt. for checking of misuse.
4. Checking of area of unauthorized construction as per inspection reports, rates according to period, rates calculated by technical section as per FAR depend on the size of plots and colonies.

5. Checking of terms for sale without permission and penalties as per rates prescribed by the Govt.
6. Checking of AGR as per Revised Performa's scrutinized by technical section.
7. Checking of terms for temporary/permanent allotments.
8. Checking of terms of 50% unearned increase and EGR etc.
9. Checking of recovery of penalties such as belated construction, mutation, misuse and withdrawal of re-entry etc.
10. Checking of terms of premium and ground rent as per rates prescribed by the Govt. from time to time.
11. Checking of terms of ground rent/additional ground rent/revised ground rent as per record of files along with interest.
12. Checking of terms for conversion along with interest from lease hold to free hold.
13. Checking of terms of recovery of payment and interest on demanded amount.
14. Checking the calculation in respect of premium, AGR, Conversion charges in respect of multistoried building.
15. To check whether any damages and misuse charges were earlier demanded and not paid by the lessee.
16. To check any other discrepancies regarding govt. dues left by concerned sections.

### **Account Section**

1. Received the demand letter and registered in the concerned ledger of the concerned properties.
2. Received the breach notice letter and registered in the concerned ledger of the concerned properties.
3. Received the substitution letter and registered in the concerned ledger of the concerned properties.
4. Received the mutation letter and registered in the concerned ledger of the concerned properties.
5. Produced the ledger in the court as demanded by the Hon 'ble courts after receiving the summons .
6. All type diaries of the files and letters received in the section.
7. All type dispatched of the files and letters of this section.

8. All type RTI cases in respect o Accounts Section.
9. Maintained all type of challans receiving in this section depositing by the lessee into the Government Account.
10. Maintained the ledger.
11. Registering the lease deed in the concerned ledger and issue of lease number to the concerned lease section.
12. Online preparation of Refund Bill of Residential and heads and sent to PAO (Sectt.) for refund.

### **ENFORCEMENT SECTION**

This section deals with the following items of work-

- Policy in regard to squatters on Government Land
- Cleaning of squatting on Government Land and recovery of damages for unauthorized occupation.
- Defending court cases in respect of squatting Government Land
- Preparation and filing of plaints recovery of damages from squatters and also for their eviction in the Court of Estate Officer under the PPE Act.

### **Lease-I Section**

This Section deals with the administration of lease and other related matters of property of various localities namely, Jantar Mantar Road, Jain Mandir Road, Curzon Road (Kasturba Gandhi Marg), Ratendon Road/ Amrita Shergil, Tughlak Road, Tolstoy Marg/ Tolstoy Lane, Hailey Road, Connaught Circus/ Connaught Place, Tis January Marg, Barakhamba Road, S.S. Park (North & South), Factory Road, Gopi Bhawan, Hanuman Road. Aurangzeb Road/ Aurangzeb Lane, Sikandra Road, South End Road, Janpath Road/ Janpath Lane, DLF Narindra Place, Bhagwan Das road, Lady Harding Road, Gole Market (Garrage), Man singh Road, Ice Factory/ Mangolpuri, Scindia Potteries, Doctor Lane, Shanti Bhawan, Your Road , Parliament Street/ Ashok Road, MM Road, Rani Jhansi Road, Baird road, Tilak Marg. In this regard, this section receives various applications for conversion, PG cases, VIP references etc. Hence, this section receives a lot of dak receipts which are generally time bound. Section is handling the cases for Substitution, Mutation, Sale permission, Conversion cases, calculation of demands, preparing demand notices regarding government dues in respect of above mentioned properties. Apart from that attending Govt. Counsels to discuss the cases/to get the reply vetted, attending Court Cases hearing & Summons received from various courts including Estate Officer Court, discussing &

briefing the Govt. Counsel and public hearing also. More than 70% Office duty hours of the dealing hands are consuming in court case related matters as mentioned above.

## **Lease-II A Section**

1. De-notified Wakf Properties,
2. Mahila Imdad Committee/ MoSJ&E/ MoMA,
3. National War Memorial,
4. NMNH,
5. States for their Emporiums, Guest Houses and for any other purposes.
6. All Inter National Agencies- WHO, World Bank, UNESCO, UNICEF
7. All Public Undertakings and Institutes- School of Planning and Architecture, Bharat Scouts & Guides, Employee's State Insurance Corporation, Indian Red Cross Society (2), RBI, IIPA, SCOPE, ICAI, Institute of Physically Handicapped, Indian Council for Cultural Relations, Council of Scientific and Industrial Research, Central Wakf Council, Aeronautical Society of India, HPL, Indian Law Institute, Bureau of Indian Standard, AOL to Rajya Sabha, AOL to Lok Sabha, Mio Defence, ISTM & ICMR etc. UII, UIDAI, ITPO, MTNL.
8. Air India and Mio Civil Aviation
9. Central Government Ministries, Departments, Statuary Bodies, PSUs for office purpose, Autonomous Bodies of Central /State Governments.
10. Samadhis,
11. Kendriya Bhandar,
12. Land outside Delhi including Salt Pan Land,
13. All issue related to Projects,
14. DMRC,
15. NBCC,
16. HUDCO and
17. Embassies

## **L-II B**

The L-II-B Section deals with allotment of land to:-

- (i) Clubs
  - (ii) Government Hospital.
  - (iii) Private Hospital
  - (iv) Political Parties
  - (v) Press/Media organization
  - (vi) Socio-Cultural institutions
  - (vii) Creche
  - (viii) Girls Hostel
  - (ix) Cinema/theaters and administration of lease/MoA signed with them. Further, to calculate charges of premium and ground rent on the premium for allotment of land. To put up draft/fair letters in respect of allotment letters/Memorandum of Agreement/Lease deed etc. To issue breach notices/final show cause notices.
2. To issue NOC to the local bodies. To grant permission for sub-letting. To attend Supreme Court/Delhi Court and Lower Court in connection with the pending courts cases, Parliament questions pertaining to Lok Sabha/Rajya Sabha received in the Section. Replies to various RTI cases in time.
3. To grant Tenure/Regular/LPR/Associate membership of India Habitat Centre and Delhi Golf Club Ltd.

## **LEASE-III SECTION**

The Lease-III Section is entrusted with the work related to the allotment of land on temporary lease basis and lease administration of Nazul Land in Delhi.

This section deals with the following items:

Sl. No. Items

- 1. Hotels
- 2. Petrol Pumps
- 3. Coal Depots
- 4. CNG Stations



5. Gas Godowns
6. Mother dairy
7. Delhi Milk Scheme
8. Area of Sirifort Road
9. Site of New Rajinder Nagar
10. DDA transferred sites
11. Notified Area Committee Sites files
12. Temporary allotment of land to various organization/agencies for short period such as for Ram Lila/Circus/Games etc.

2. Lease-III Section prepares the Agenda note in consultation with Tech. Section/ CPWD/CDN Section for Land Allotment Screening Committee (LASC) before allotment of the land to the various Organizations/ Agencies.

3. The information regarding various DDA transferred sites /Notified Area Committee files/sites are also being provided to DDA/MCD/NDMC/Govt. of NCTD as required by them from time to time.

4. Apart from this, there are approximately 1200-1400 files maintained in the Lease-III Section pertaining to aforesaid items wherein work regarding sending the files to Technical Section of L&DO for Inspection of the sites, calculation of Damages Charges for unauthorized construction, unauthorized occupation, misuse charge. On the basis of calculation of Tech. Section, issue the Breach Notices to lessees. After receiving of compromise letters from the lessee, this section prepares the terms for all Govt. dues i.e. Ground Rent/License Fee, Damages Charges for unauthorized construction, unauthorized occupation, misuse charge and interest on Ground Rent/delayed payment etc. Thereafter, the files are sent to IAC for vetting the proposed terms before finalizing the terms and issued the demand to the Lessee after approval of the Competent Authority. Further, Show cause notices/final show cause notices are also issued when the lessees not make the Govt. dues/payment.

5. In case of failure, to satisfactorily reply to Show Cause Notice within 30 days from the date of receipt of the Notices, the property is re-entered by the Lessor. Plaints are also prepared to file the same in the ESO Court for eviction of the premises. There are approximately 21 cases which are being regularly attended.

6. This section also deals with the RTI matters/PG cases/ Audit Para/Court cases related to the above matters. This section is also contesting more than 40 cases in various Hon 'ble Courts of

Delhi i.e. District Court, High Court, Supreme Court of India which includes discussion with Govt. Counsel, preparation of reply approval of Legal Advisor/Competent Authority, apart from attending the Courts. This section also receives a number of Summon cases whereby the records of the properties/sites are called for by the Courts and the same are produced in the Courts.

### **LEASE-IV SECTION**

The Lease-IV Section is entrusted with the work related to lease administration of Nazul Land in South Delhi and part of Central Delhi. The properties belonging to Central Delhi Zone fall under Lutyen's Bungalow Zone. The Colonies which are being dealt with Lease-IV Section are as under:

Sl. No. Colony

1. Jor Bagh
2. Sunder Nagar
3. Golf Links
4. Panchsheel Marg
5. NyayaMarg
6. Malcha Marg
7. Sardar Patel Marg
8. Kautilya Marg
9. Rajdoot Marg
10. Diplomatic Enclave
11. Dharam Marg
12. Babar Road
13. Bazar Lane
14. Fire Brigade Lane
15. Babar Lane
16. Abul Fazal Road
17. School Lane
18. Central Lane
19. Todarmal Lane

20. Todarmal Road

21. Tansen Marg

2. This Section deals with Substitution, Mutation of the properties as per the policy and guidelines of this office. As per the policy of Conversion from leasehold into freehold, the properties are also being converted into freehold. Apart from above, Mortgage Permission, Sale Permission and Gift Permission are also granted by this Section. As such the Section receives the applications regarding the above mentioned localities and after scrutinizing the documents and file record considering in the light of the existing policies and Office Orders the cases are processed.

3. Apart from the above applications, the Section also deals with RTI applications and Public Grievances in respect of the properties of these localities.

4. This Section is also contesting more than 50 cases in various courts of Delhi i.e. District Courts, Delhi High Court, and Supreme Court of India which includes discussion, preparation of reply apart from attending the Courts. The Section also receives a number of Summon cases whereby the records of the properties are called for by the Courts.

## **L-V-SECTION**

The L- V Section deals with the following Work:-

1. Allotment of land to Religious (Gurudwara, Mandir, Church etc.)
2. Allotment of land to Educational (School(Pre Nursery to Sr. Sec. School), Colleges, Hostels etc.)
3. Allotment of land to Local Bodies i.e. NDMC, MCD.
4. Court Cases
5. VIP reference
6. PG cases
7. RTI/Appeal/CIC application
8. Parliament Questions
9. Agenda Note for Land Allotment Screening Committee Meeting Presently around 828 files are being dealt in the section. Besides, new files opened for R'TI's and PG matters. The main issues which are dealt by this section are management of Leases granted to above institutions, recovery of ground rent, periodical revision of ground rent and conduct of inspection, found misuse and unauthorized construction in the premises. Thereafter, Breach Notices are issued.

This section also issues 'No Objection Certificate' to Institutions/Societies for expansion of Building etc. Thereafter, Land Allotment Screening Committee Land Allotment Screening Committee Land Allotment Screening Committee Land Allotment Screening Committee completion certificate has been received by the Societies/Institutions from the Local Bodies and after recovery of all Govt. dues, Perpetual Lease deed is executed. Regarding NDMC/MCD the issues of allotment of land is placed before Land Allotment Screening Committee(LASC) headed by Additional Secretary, Min. of Housing and Urban Affair. After recommendation of LASC, the issue is referred to IFD for their concurrence. After concurrence of IFD is obtained, the matter is placed before Hon'ble Minister for approval of allotment of land. Thereafter, the file is referred to T/Section for handing over the site. In cases of allotment of land to the NDMC/MCD various meetings with the authorities are held before the finalization of the allotment. The section fixes and manages such meetings and also compose/issue the minutes of the meeting.

### **PROPERTY SECTION-I**

The Property Section is entrusted with the work related to lease administration of Rehabilitation properties to the displaced person during partition. The properties belonging to Central Delhi Zone, West Zone and North Zone and the Colonies which are being dealt with Property Section are as under:

Sl. Colony No.

1. Double Storey Lajpat Nagar
2. Nizamuddin East and West
3. Jangpura Extension
4. Jangpura "A"
5. Jangpura "B"
6. Aliganj
7. Kalkaji D/S 'A' Block
8. Moti Nagar D/S
9. Rameshwari Nehru Nagar
10. Motia Khan Double Storey
- I I. West Patel Nagar D/S
12. Bharat Nagar
13. Malka Ganj D/S
14. BSA Vijay Nagar D/S

15. Indra Nagar
16. Andha Mughal
17. Sarai Rohilla
18. Gur-ki-Mandia
19. Tilak Nagar
20. Ramesh Nagar Double Storey and Single Storey
21. Industrial Area Kirti Nagar
22. Nicholson Road

2. This Section deals with Substitution, Mutation of the properties as per the policy and guidelines of this office. As per the policy of Conversion from leasehold into freehold, the properties are also being converted into freehold. Apart from above, Mortgage Permission, Sale Permission and Gift Permission are also granted by this Section. As such the Section receives the applications regarding the above mentioned localities and after scrutinizing the documents and file record considering in the light of the existing policies and Office Orders the cases are processed.

3. Apart from the above applications, the Section also deals with RTI applications and Public Grievances in respect of the properties of these localities.

4. This Section is also contesting more than 48 cases in various courts of Delhi i.e. District Courts, Delhi High Court, and Supreme Court of India which includes discussion, preparation of reply apart from attending the Courts. The Section also receives a number of Summon cases whereby the record of the properties is called for by the Courts. It is pertinent to mentioned here that almost every day, 151 half of the office hour is kept for attending the matter in different courts and thereafter come back to office for regular working of disposal of case pending.

5. The Section has to attend visitors during public hearing on Wednesdays who come to know the status of their cases.

Note: The above stated work is looked after by one dealing hand with the help of Super indent of the Section. Due to shortage of staff and load of work, the regular work like inspections of properties, recovery of ground rent, demand of Govt. dues like damage charges for unauthorized construction, unauthorized occupation charges and misuse charges etc. are not possible to claim in timely manner in all properties. The inspection of property, working out and recovery of Govt. dues are only demanded in which the individual lessee/occupants applies for lease hold to free hold/change ownership/mortgage/sale permission etc. Otherwise, the

inspection and recovery of Govt. dues are lying pending in other properties in which individual are not applied for any request.

## **PROPERTY SECTION-II**

The Property Section is entrusted with the work related to lease administration of Rehabilitation properties to the displaced person during partition. The properties belonging to Central Delhi Zone, West Zone, North Zone, and East Delhi Zone. The Colonies which are being dealt with Property Section are as under:

Sl. Colony No.

1. Old Rajinder Nagar
2. New Rajinder Nagar
3. Chittranjan Park
4. Lajpat Nagar-I
5. Lajpat Nagar-II
6. Lajpat Nagar- III
7. Dayanand Colony Lajpat Nagar-IV
8. Amar Colony Lajpat Nagar-IV
9. Vikram Vihar Lajpat Nagar-IV
10. Vinobapuri
11. Moti Nagar
12. Narela
13. Jhee1 Khuranja
14. Hakikat Nagar
15. Pusa Road

2. This Section deals with Substitution, Mutation of the properties as per the policy and guidelines of this office. As per the policy of Conversion from leasehold into freehold, the properties are also being converted into freehold. Apart from above, Mortgage Permission, Sale Permission and Gift Permission are also granted by this Section. As such the Section receives the applications regarding the above mentioned localities and after scrutinizing the documents

and file record considering in the light of the existing policies and Office Orders the cases are processed.

3. Apart from the above applications, the Section also deals with RTI applications and Public Grievances in respect of the properties of these localities.

4. This Section is also contesting more than 40 cases in various courts of Delhi i.e. District Courts, Delhi High Court, and Supreme Court of India which includes discussion, preparation of reply apart from attending the Courts. The Section also receives a number of Summon cases whereby the record of the properties is called for by the Courts. It is pertinent to mentioned here that almost every day, 1st half of the office hour is kept for attending the matter in different courts and thereafter come back to office for regular working of disposal of case pending.

5. The Section has to attend visitors during public hearing on Wednesdays who come to know the status of their cases. lease hold to free hold/change ownership/mortgage/sale permission etc. Otherwise, the inspection and recovery of Govt. dues are lying pending in other properties in which individual are not applied for any request.

### **Property Section-III**

The Property Section is entrusted with the work related to lease administration of Rehabilitation properties to the displaced person during partition. The properties belonging to Central Delhi Zone, West Zone, South Zone and North Zone. The Colonies which are being dealt with Property Section are as under:

Sl. Colony No.

1. Kalkaji
2. West Patel Nagar
3. Vijay Nagar
4. Malviya Nagar
5. East Patel Nagar
6. South Patel N agar
7. Malka Ganj
8. Tehar-I
9. Tehar-II
10. Defence Colony
11. Shivalik

2. This Section deals with Substitution, Mutation of the properties as per the policy and guidelines of this office. As per the policy of Conversion from leasehold into freehold, the properties are also being converted into freehold. Apart from above, Mortgage Permission, Sale Permission and Gift Permission are also granted by this Section. As such the Section receives the applications regarding the above mentioned localities and after scrutinizing the documents and file record considering in the light of the existing policies and Office Orders the cases are processed.

3. Apart from the above applications, the Section also deals with RTI applications and Public Grievances in respect of the properties of these localities.

4. This Section is also contesting more than 50 cases in various courts of Delhi i.e. District Courts, Delhi High Court, and Supreme Court of India which includes discussion, preparation of reply apart from attending the Courts. The Section also receives a number of Summon cases whereby the record of the properties is called for by the Courts. Moreover, in 17 cases in re-entered properties this Section has also filed court case in the Court of Estate Officer, Land and Development Office for recovery of Govt. dues and eviction of properties.

5. It is pertinent to mentioned here that almost every day, 1 " half of the office hour is kept for attending the matter in different courts and thereafter come back to office for regular working of disposal of case pending.

6. The Section has to attend visitors during public hearing on Wednesdays who come to know the status of their cases.

Note: The above stated work is look after on one dealing hand with the help of Super indent of the Section. Due to shortage of staff and load of work, the regular work like inspections of properties, recovery of ground rent, demand of Govt. dues like damage charges for unauthorized construction, unauthorized occupation charges and misuse charges etc. are not possible to claim in timely manner in all properties. The inspection of property, working out and recovery of Govt. dues are only demanded in which the individual lessee/occupants apply for lease hold to free hold/change ownership/mortgage/sale permission etc. Otherwise, the inspection and recovery of Govt. dues are lying pending in other properties in which individual are not applied for any request.

## **RESIDUAL PROPERTY CELL (R P CELL)**

RP Cell deals with the entire properties of Rehabilitation Colonies in which Lease Deed has not been executed. Further, property files of the Property Section (PS-I, II, III) are referred back to this Section for preparation of lease in cases where the Lease Deed was executed but not



registered. (Around 1000 Files) Apart from this R P Cell administers the property files of Shops of Mohan Singh Market and Sabji Platform, INA, for substitution/ mutation/execution of Lease Deed and Conveyance Deed. (Around 306)

Following functions are performed by this section in respect of the above-mentioned properties:-

1. Examination and preparation of para-wise comments/ draft affidavits in the matter of all High Court and Lower Court. Attending the court proceedings / court summons and also discussing the issues with the Government Counsel that are coming up for hearing in respect of the above-mentioned properties.
2. Providing the calculations of cost of land, examine the case with the help of available records and BPR to decide whether compound interest is liable or not, examine cost of superstructure, premium, rent, ground rent, revised ground rent/charges for unauthorized and misuse charges etc.
3. Examine the documents submitted by the applicant/legal heirs of the all the allottee(s) for substitution of successor-in-interest / Mutation in respect of the above-mentioned properties. Issue of letters for Substitution/substitution of successor-in-interest / mutation of Title in respect of these properties.
4. Execution of Lease Deed in respect of the above-mentioned properties and entry of the same in BPRs and thereafter sending them for entry in ledgers of Accounts Branch.
5. Execution of Conveyance Deed in respect of Shops of Mohan Singh Market and Sabji Platforms, INA.
6. Authorizing regular inspections of these properties, issue of Breach Notices and issue of demands to the above-mentioned properties.
7. Disposal of RTI Applications, VIP references, & Public Grievance petitions pertaining to the above-mentioned properties on priority basis.
8. Communication and coordination with Rehabilitation Division, MHA for tracing records pertaining to the properties for which no records/documents are available with this section/office or the lessee.
9. Recovery of Ground Rent, Damage Charges and other government dues from the above-mentioned properties.
10. Coordinating with MCD / NDMC on telephone or through letters or in person with regards to the records (Property files of Shops) transferred to them and that needs to be transferred to these local bodies.

## **TECHNICAL SECTION**

Functions of Technical Section in L&DO

Brief descriptions of functions in r/o Technical section are:-

Field Work: field work is being carried out by the field staff Surveyors, Overseers, Junior Engineers etc as per requirement of site.

### **For vacant land**

1. Survey of government land for the purpose of allotment.
2. Preparation of site plan.
3. To detect the encroachment on government land and initiate action for removal of the same through local body.
4. Demarcation of land parcels.
5. Calculation of premium of land and AGR.

### **For Lease Hold Properties**

Lease hold properties like Government Officers, Institutional, Schools, Religious, Hospitals, Emporiums, Hotels Wakf Board are inspected time to time as per terms of lease agreement to update the status.

1. Inspection of property as per sanctioned building plan and terms & conditions of lease agreement.
2. To detect the misuse area, unauthorized constructions, and encroachment on government/public land.
3. Preparation of Inspection Reports.
4. To calculate the damage, misuse and unauthorized occupation charges.
5. Calculation of additional ground rent, additional premises, conversion charges etc.

### **Miscellaneous Works**

1. Preparation of replies of RTI & PG Cases.
2. Attending Courts, CIC & PGC.
3. Attending meetings with government departments, Delhi Secretariat, DDA, Technical Committee, DUSIB etc.

