

F.No. 1(76)2016/LD/Coordn.
DELHI DEVELOPMENT AUTHORITY
LAND DISPOSAL DEPARTMENT
VIKAS SADAN, NEW DELHI

Dated 27.04.2016

Policy for Streamlining of the Procedure and Fee Structure for Temporary Allotment of Open Spaces/Community Halls of the DDA for various functions.

In supersession to all previous Circulars/Instructions on the subject, the revised guidelines for booking of Community Halls and temporary allotment of land parcels for social, religious, commercial purposes are as under:-

1 Parameters of booking charges as per the revised policy:

S.No	Category	Type	Description	Charges/Rates
1.	Open spaces/vacant lands Category-1	Free	I(a) Functions of all faiths and socio-religious or spiritual events like Katha, Satsang, etc. where no ticket/entry fee, gate fee, etc. is levied.	Nil
			I(b) Yoga/meditation, Blood Donation Camp, free health check-up camp and other voluntary services organized by registered organizations/NGOs/RWAs/Charitable Trusts for the purpose of social welfare where no fee is charged.	
			I(c) Functions relating to Ramleela, Janamasthami, Dassehra, Durga Pooja & Navratras, where Joyrides (Jhoolas) eating stalls, etc. are set up traditionally (occupying the maximum space upto 25% of total area booked or 2500 sqmtr. Whichever is less).	
2.	Category-II	Nominal	II(a) Activities provided under Category I(a) & I (b) combined with stalls, joyrides or other recreational activities.	Cat. A Sites Rs.6000/- per 1000 sqm per day.
			II(b) Any other charitable activity (other than commercial activity) without charges or entry fee/ticketing.	Cat.B Sites Rs.5000/- per 1000 sqm per day.
			II(c) Activities provided under Cat. I (c) combined with stalls, Joyrides, etc occupying space more than 25% of total area so booked or 2500 Sqmtr.	Cat.C sites Rs.4000/- per 1000 sqm per day (fee shall be chargeable for the entire area i.e. complete allotted land parcel).
<p>NOTE:</p> <p>i) The area so allotted in Cat. I (free) & Cat.II (nominal) shall not exceed 25000 sqmtr.</p> <p>ii) The site allotted for such functions other than which is available online, shall be allowed manually with the approval of VC.</p>				

3.	Category-III	Social activities like, Marriages , etc.	<p>III(a) Social activities like Marriages, Shagun Ceremony, Tikka Ceremony, Birthday Celebrations, etc.</p> <p>III (b) For other social or socio-cultural functions like Diwali Mela, School Fete, Kriva Ceremony, etc.</p>	<p>License fee, maximum/minimum period and security deposit – as per annexure</p> <p>Cat. A sites Rs.16,000/- per thousand sqmtr per day.</p> <p>Cat.B Sites Rs.12,000/- per thousand sqmtr per day.</p> <p>Cat.C Sites Rs.8,000/- per thousand sqmtr per day.</p>
4.	Category-IV	Commercial	For the land allotted for exhibition, clearance sale or other commercial activities, the commercial rate of license fee will be charged.	The rate under this category shall be Rs. 32/- per day per sqmtr.
5.	Category-V	Circus	Temporary allotment of land for circus.	Rs. 2500/-for 1000 sqmtr. or part thereof per day.
6.	Category-VI	Miscellaneous	Temporary miscellaneous allotment of other sites for other Religious, Spritual, Socio-Cultural activities, etc. not covered in the preceding categories (Cat. I & II).	Permission will be granted by the Hon'ble LG, Delhi. License fee shall be determined as per merits of the case.
7.	Community Halls	Category-A	Located in the vicinity of MIG/HIG & other posh colonies	<p>i) Rs.5/- per sqmtr per day for open area within Community Hall premises</p> <p align="center">plus</p> <p>ii) Rs.10/- per sqmtr per day for built up area.</p>
		Category-B	Located in the vicinity of LIG/EWS and other weaker section colonies or colonies located in slum areas or near to slum areas/unauthorized colonies/JJ colonies	<p>i) Rs.3/- per sqmtr. per day for open area within Community Halls premises</p> <p align="center">plus</p> <p>ii) Rs.5/- per sqmtr. per day for built up area.</p>

2. To avail the facility under this category, the Societies/Trusts/Organizations etc. must be registered with the Delhi Govt. under Societies Registration Act, and shall also have to get themselves registered with DDA for this purpose.

The registration of these societies with DDA shall be renewed annually. All the existing Societies/Trusts/NGOs have to get themselves registered afresh on the notification of this policy.

For new registration, the following documents are to be submitted online and Director (IL) in turn shall verify the uploaded documents of the society and after verification, forward the same for registration to Dir (System). The documents required for registration are as under:-

- i) Applications signed by executive officer of the society
- ii) Registration certificate with Delhi Government
- iii) Memorandum /Bye laws of society
- iv) Proposal for registration of society in DDA
- v) IT Return of immediate previous one year
- vi) Copy of PAN Card
- vii) Copy of ID proof of all members
- viii) Copy of Proof of Bank account in the name of society to be registered and to be operated for booking purpose.

At the time of renewal of the registration, the society/organization shall file an undertaking/certificate that there is no change in their constitution/other particulars. In case of any change(s), the society will have to get itself registered de-novo.

Note:-

- a) The list of the Community Halls which are under operation with DDA will be provided to Director (System) by Chief Engineers of respective zones after deciding the specific category (Cat. A or Cat. B) of Community Hall.
- b) *DDA staff can also book Community Hall for which Identity card would be deposited. The rate of booking shall be 50% of the rate of Community Hall and no security shall be charged. The rebate would be allowed for the staff and immediate family members, which would include spouse, parents, children and unmarried real brothers & sisters. Proxy booking will invite penal and disciplinary action.*
- c) *Category of open space/vacant land shall be decided by the respective CEs [the list of open size/open space which are under operation with DDA will be provided to the Director (System) by the respective CEs/Zone after deciding the specific categories (Cat.A or Cat.B or Cat.C)].*

3. Cleaning Charges for temporary allotment of land and Community Halls :

In addition to the license fee mentioned above, one time cleaning charges @ Rs. 2.5 per sqm in case of temporary allotment shall be payable irrespective of booking period. In Community Hall the cleaning charges shall be Rs. 2.50 per sq. mtr for open area and Rs.5.00 per sqm for covered area. Cleaning during booking period of the allotment shall be the responsibility of the licensee.

4. Security Deposit :

i. Vacant Land Parcels:

a) Category I & II

The security deposit for free category as well as for the nominal category shall be equal to booking amount calculated on the basis of nominal category

b) Category III (a)

Marriage and shagun/tika ceremony etc. which shall be as per the **Annexure**)

c) Category III (b), (iv) & (v)

Shall be equal to booking amount.

Note: The security deposit in case of free/nominal category (Cat. I & II) can be furnished in the form of FDR/Bank Guarantee.

ii. Community Halls:

Security Deposit in respect of Community Halls shall be equivalent to license fee/booking charges for each category i.e A or B as the case may be.

5. General Terms and conditions:

- i. For booking of Community Hall/open space, PAN CARD or AADHAAR CARD shall be mandatorily required to be uploaded while booking the site for the requisite purpose.
- ii. An applicant can make maximum of one booking per year. However, registered societies can book twice a year for maximum period of 45 days each under free/nominal category.

iii. **Cancellation charges**

Period of Intimation	Percentage of Cancellation Charges of Booking Amount
Intimation received upto 30 days or more in advance, counted backward from the 1 st day of booking	20%
Intimation received upto 15 days or more but less than 30 days in advance, counted backward from the 1 st day of booking.	50%
Intimation received less than 15 days, counted backward from the 1 st day of booking.	100%

In case booking is cancelled due to sudden/unfortunate death of any of the spouse or within the blood relation of any of them, no deduction from the booking amount shall be made except service tax.

iv. **Advance Booking:**

Booking can be done between 5th day up to 120th day in advance, of the function's date subject to availability on 'first come first serve basis' for vacant land and community halls.

v. **Period of booking :**

Minimum & maximum number of days for which booking shall be allowed with reference to the type of function is as under:-

i. Community Halls (for all functions)
Minimum one day and maximum 5 days

ii. Vacant land:

- For marriages /tika/shagun/Birthday as per Annexure
- For all functions except marriage/tika/shagun/birthday as per **Table 1** (below).

TABLE-1

Sl. No.	Type of Functions	Minimum Days	Maximum Days
1.	For Ram leela , Dussehra, Durga Puja , Janmasthanmi, Eid , Christmas, Akhand Path, Katha/Pravachan, etc a) For area upto 5000 sq mtr. b) For area of 5000 to <u>25000</u> sq mtr.	01 day 02 days	30 days 45 days
2.	All other functions including social and religious not covered in S.1 No. 1	01 day	15 days
3.	Commercial purpose	01 day	45 days
4.	Circus	02 days	60 days

vi. **Refund of Security Deposits :**

a) Automatic refund of security deposit will be made after 15 days of the function, other than for marriages where refund will be made after confirmation by SE (HQ) on the basis of site inspection/field staff report.

b) **Refund of security deposits in case of marriages**

The procedure in this regard will be as follows:-

- i. Security deposit shall be refunded within 15 days after the applicant uploads the copy of marriage registration certificate, and subject to satisfactory report of field staff i.e. taking back site without any damage.
- ii. In case where marriage certificate cannot be uploaded due to certain reasons i.e. immediate divorce, separation, non-solemnization of marriage, postponement of marriage, the security amount shall be refunded on the basis of factual report.
- iii. Refund of security in all cases shall be done by SE (HQ) DDA of the zone concerned after receipt of report from field staff.
- iv. In case of forfeiture of security deposit (In part/full) due to violation / damage if any, the concerned SE (HQ) shall record the reasons for the same online and shall also communicate these to the applicant in writing.

c) **Other Conditions:**

- i. No grace period free of cost shall be allowed for erection/removal of Tent material.
- ii. AE/JE in charge shall ensure that tents are dismantled within the prescribed period for which permissions have been granted. If tents are not dismantled within the booked period, the same will be got dismantled at the risk and cost of the licensee and for extra days double the rate as charged for last day of booking would be recovered. For the free category the security deposit shall be forfeited and for excess period, the amount as per the nominal category shall also be charged.

- iii. LM Wing shall provide full cooperation to engineering wing for demolishing any unauthorized tent from DDA grounds beyond the booking/authorised period.
- iv. For any violation or damage to DDA's property, the actual amount of loss incurred will be recovered from the applicant/allottee.
- v. Responsibility for seeking approvals/statutory approval/clearance from departments like Fire, Security, Police/Traffic Police, DPCC, Fire Safety Department and other approvals of local civic bodies etc. and compliance of the rules /guidelines of such approvals/clearance etc. shall be of the applicant/licensee.

ANNEXURE

S.No.	Plot Size	Category	No. of days min. max		Amount of booking of marriage function (for days) in Rs. Per 1000/- sqm							Security Deposit	Remarks				
					1	2	3	4	5	6	7						
1.	Upto 2000 sqm	A	01	03	16,000	34,000	54,000	-	-	-	-	Equal to booking amount	For the booking upto 60 days in advance, normal security deposit will be charged and for 61 st days to 120 days advance booking double security will be charged.				
		B			10,000	22,000	36,000	-	-	-	-						
		C			8,000	18,000	30,000	-	-	-	-						
2.	Above 2000 sqm upto 4000 sqm	A	01	04	16,000	34,000	54,000	76,000	-	-	-			Equal to booking amount	For the booking upto 60 days in advance, normal security deposit will be charged and for 61 st days to 120 days advance booking double security will be charged.		
		B			10,000	22,000	36,000	52,000	-	-	-						
		C			8,000	18,000	30,000	44,000	-	-	-						
3.	Above 4000 sqm	A	02	07	-	32,000	51,000	72,000	95,000	1,20,000	1,47,000					Equal to booking amount	For the booking upto 60 days in advance, normal security deposit will be charged and for 61 st days to 120 days advance booking double security will be charged.
		B			-	20,000	33,000	48,000	65,000	84,000	1,05,000						
		C			-	16,000	27,000	40,000	55,000	72,000	91,000						

2. FM/DDA for information pl