



**DELHI DEVELOPMENT AUTHORITY**  
**O/o the Dy. Director (Institutional Land Branch)**  
**Room No.216, A-Block, 2<sup>nd</sup> Floor, Vikas Sadan,**  
**INA New Delhi**



No. F8(18)15/IL/492

Dated: 14/08/2025

**Sub: SoP regarding booking of open spaces for Ramleela**

In partial modification of the previous policy/SOP (dated 07.09.2023 and 24.07.2024) for booking of sites for the purpose of Ramleela, the following policy /SoP on the subject, is hereby notified with the prior approval of the Competent Authority.

**A. Procedure of Booking of Site for the purpose of Ramleela:**

1. The open spaces that were booked in the preceding years for the purpose of Ramleela, will be blocked from 1st August to 10th September, 2025 for booking, to afford preference to those Societies/Trusts who are able to substantiate their claims of having organized Ramleela in the previous years at any particular site. Booking shall start on the website w.e.f 01.08.25. The Societies/Trusts will have to get the respective sites booked by 10<sup>th</sup> September, 2025 along with successful payment status.
2. Societies / Trusts which were continuously booking the respective Ramleela Sites in the preceding year will be given preference for booking the same site for 2025 on production of proof of booking for 2 years out of the last three years.
3. The proof of booking given by the society/trust will be verified by concerned Executive Engineer, DDA, maximum within 3 working days, and after positive verification, book the site for the applicant. In case of any dispute; the matter will be referred to a Grievance Redressal Committee headed by Deputy Director (Institutional Land) and consists representatives from Engineering Department and Systems Department, DDA. Grievances can be raised only by trust/societies who have booked or have claims, with relevant documents, for conducting Ramleela on the same site previously. The grievance redressal committee may co-opt two members from religious bodies/trusts/organizations. Grievance redressal committee can get a confirmation from the concerned SHO of the area where the site is located, through the concerned DCP, to ascertain whether Ramleela was organized previously on the same site by the same Societies / Trusts.
4. If any application is rejected by the Executive Engineer/Grievance redressal committee, the site will be blocked again, and the same procedure at paras (1) to (3) shall be followed for booking of the site for Ramleela.
5. For all other open spaces, booking of which has not been blocked online for Ramleela, shall be done online through DDA website [www.dda.gov.in](http://www.dda.gov.in) as per the procedure already defined in existing policy dated 05.12.2019 and 04.07.2024.

**B. Category of booking:**

Sites for Ramleela can be booked under the following categories:

S.No.	Category and Type	Description	Booking period	Booking charges/rates(as revised vide letter dt. 13.07.2023)
I.	Free (Open spaces/vacant lands for area up to 25000 Sqm)	I-(C) Religious-Recreational Functions relating to Ramleela, Janamasthami, Dussehra, Durga Pooja & Navratras, where Joyrides (Jhoolas) eating stalls, etc. are set up traditionally. The setting up of stalls, Joyrides etc. would be permitted up to 40% of total booked area.	01-45 days	Nil
II.	Nominal (open spaces/vacant lands)	II-(B) (Occupying more than the limit prescribed under Category I-(C)) (for area up to 25000 Sqm.) In no case the area permitted for stalls, Joyrides etc. would exceed 40% of total booked area. In case of violation the entire security deposit shall be forfeited.	01-45 days	Rs.4.4/Sqm/day

The area permitted for stalls, joyrides for the two categories has been specified above. The remaining area would be utilized by the allottee for the purpose of Ramleela (stage and seating of visitors), setting up of control room, parking area, circulation, etc.

**C. Registration:**

1. Society/Trust for booking under Category I-(C) & II-(B) is required to be registered with DDA.
2. For new registration by Society/Trust, the following documents are to be submitted online on DDA's website <https://dda.gov.in>. Deputy Director (IL) in turn shall verify the uploaded documents of the Society and after verification of the original documents, forward the same for registration to Director (Systems). After verification of documents, the Society/Trust will get verification code on its e-mail.
3. The documents required for registration are as under: -
  - i. Applications specifying the specific purpose for registration signed by Executive Officer of the Society/Trust.
  - ii. Registration Certificate under Societies Registration Act anywhere in India or copy of Trust Deed registered under Indian Trust Act.
  - iii. Copy of PAN Card of Society/Trust or any Executive Member of the Society.

- iv. Copy of ID proof of only Executive Members of the Society/Trust. Any one of the following: -
- Aadhar Card
  - Photo PAN card
  - Valid Indian passport
  - Voters Identity Card
  - Driving License
  - Employee ID card issued by Defence/Govt./Public Sector Undertaking
  - Bank pass book with attested customer photograph and signature (only from scheduled commercial Banks)
- v. Copy of proof of Bank Account in the name of Society/Trust to be registered and to be operated for booking purpose.
- The registration of the Societies/Trusts with DDA shall be valid for five years and Society/Trust shall apply for renewal online on DDA's website <https://dda.gov.in>.
  - At the time of renewal of the registration, the society/organization/trust shall file an undertaking/certificate that there is no change in their constitution/other particulars. In case of any change(s), the Society/Trust will have to get itself registered de-novo.
  - In cases involving dispute between members of society and where more than one party claims to be authorized representative of the Society, while registering themselves with DDA, DDA shall consider registration only from representatives having written certification from Registrar of Societies that certifies them as the Authorized Representatives of the said Society.

**D. Security Deposit and Cleaning Charges (fixed specifically for organizing Ramleela as contained in office order dt. 07.09.2023): -**

- Security Deposit:** The Security Deposit will be Rs. 15 per sqm for booking period.
- Cleaning Charges:** The cleaning charges shall remain as Rs.2.75 per Sqm.
- The total amount of booking charges, Security Deposit and cleaning charges shall be rounded off to the next higher rupee (Eg: Rs.26.12 will be rounded off to Rs.27.00, Rs.26.72 will also be rounded off to Rs.27.00).
- AE/JE in-charge shall ensure that no tents and other structures are installed at site before the commencement of the booking date. The AE/JE in-charge shall submit geo-tagged and time-stamped site photographs at the time of commencement of the booking period.
- No additional time shall be afforded for installation or dismantling of tents and other structures at site.
- AE/JE in-charge shall also ensure that tents and all other structures installed at site are dismantled by the terminal date of the booking period. If tents and all other structures are not removed from site within the terminal date of the booking period, they shall be dismantled by the AE/JE in-charge, on behalf of DDA, at the risk and cost of the allottee and all materials shall be seized.
- In addition to this, the Security Deposit shall be forfeited in such cases and the concerned applicant and Society/Trust shall also be black-listed for allotment of any site of DDA for Ramleela for the next three years.

viii. The AE/JE in-charge shall submit a report along with geo-tagged and time-stamped site photographs clearly stating whether the allotted site stands vacated and cleaned, by 5:00PM on the day following the terminal date of the booking period.

**E. General Terms & Conditions: -**

- i. **Cancellation charges** – Cancellation charges (as per the extant policy) as mentioned in the table herein below shall be applicable in all the cases:

Period of Intimation	Cancellation charges (% of booking amount)
Intimation received up to 30 days or more in advance, counted backward from the 1 <sup>st</sup> day of booking	20%
Intimation received up to 15 days or more but less than 30 days in advance, counted backward from the 1 <sup>st</sup> day of booking	50%
Intimation received less than 15 days, counted backward from the 1 <sup>st</sup> day of booking	100%


- ii. **Refund of security** – Security deposit shall be refunded ONLINE within 15 days from the terminal date of booking if the site is vacated by the allottee as stipulated under para D (iv) above.
- iii. For any violation or damage to DDA's property, the actual amount of loss incurred will be recovered from the applicant/allottee by the concerned SE (HQ) after duly communicating the incidence of such loss/damage and the amount of loss incurred on such account. 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 and communicate the same to the allottee. All communications with the allottee shall be **through e-mail**.
- iv. In case any approvals are required to be taken as per law from any statutory authority, the sole responsibility for seeking all such approvals/clearance from the concerned departments like Fire, Police/Traffic Police, DPCC, DDMA, Local Bodies, etc. and compliance of the rules/guidelines/conditions to which such approvals/clearances are subjected, shall also be the sole responsibility of the allottee.
- v. The allottee shall be solely responsible for any loss of men or material.
- vi. The entire security deposit of such applicants and Societies/Trust who are found to be violating the terms and conditions of the booking, shall be forfeited and such applicant and Society/Trust shall also be black-listed for allotment of any site of DDA for Ramleela for the next five years.
- vii. The allottee and Society/Trust who have booked the site during last year and have been found violating the terms and conditions and have not paid the applicable penalty so far will not be allowed to book the site. For this purpose, a list of such allottee and Society/Trust shall be furnished by 20<sup>th</sup> July by the SE(HQ) of the concerned Engineering Zone to the Director(IL), Land Disposal Department.
- viii. In the event of violation of any terms & conditions by the allottee during the booking period, DDA shall have full right to cancel the booking and the entire security amount deposited with DDA shall stand forfeited.

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**F. Nature of Usage Allowed by DDA:**

- i. The site is given on 'AS IS WHERE IS BASIS'.
- ii. The allottee is allowed to erect temporary Pandal/structure/canopy and install related electrical and other civic infrastructure (porta cabin for guard's rooms/public utilities/bathrooms etc.) at the said open site.
- iii. No pucca structure of any kind will be made/constructed/erected by the allottee in any space during the contract period failing which the contract shall be terminated.
- iv. All such structures shall have to be removed by the allottee at the end of the booking period and site shall be returned to DDA in the same condition as on the time of handing over of site.
- v. The allottee shall be responsible for safety and security at the said site.
- vi. Adequate communication and public address systems for assisting in emergency will be the responsibility of the allottee.
- vii. At his own cost and expenses, allottee shall install as many C.C.T.V. cameras as are required. All the entry and exit points of the site will be covered. The C.C.T.V. cameras shall always be kept in working condition.
- viii. The allottee shall not display or exhibit pictures, poster, statues or other articles which are repugnant to the morale or are of indecent, immoral or improper character.
- ix. The allottee shall not display or exhibit any advertisements on any part of the interior or exterior of the site.
- x. DDA has the liberty to dispose any site by allotment in future phases of e auction. No claim whatsoever, in this regard shall be admissible and entertained from the allottee or the Society/Trust or organizers or any other individual/entity whosoever on the ground that the site has been made available for organizing Ramleela hitherto.

This issues with the approval of Competent Authority.

  
(Vidya Bhushan)  
Dy. Director (IL)

**Copy to: -**

1. Special Secretary to Hon'ble LG for information please.
2. OSD to VC, DDA for information please.
3. F.M., DDA for information please.
4. E.M., DDA for information please.
5. Pr. Commissioner (Horticulture), DDA for information please.
6. Pr. Commissioner (Housing), DDA for information please.
7. Pr. Commissioner (LD), DDA for information please.
8. Commissioner (LD), DDA for information please.
9. Commissioner (Planning), DDA for information please.
10. Commissioner (LM), DDA for information please.
11. Commissioner (Housing), DDA for information please.
12. Chief Engineer (HQ), DDA for compliance please.
13. All Chief Engineers, DDA for compliance please.
14. Director (Hort.), DDA.
- ✓ 15. Director (System) with a request to immediately upload/ implement the amendments on DDA's website for further implementation of the Policy by all concerned.

उप निदेशक / Deputy Director  
(संस्थागत शाखा) / (Institutional Branch)  
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INA, Vikas Sadan, New Delhi-23

  
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