

MUNICIPAL CORPORATION OF DELHI  
LAND & ESTATE DEPARTMENT  
7<sup>TH</sup> FLOOR, E-1 WING, Dr. SPM CIVIC CENTRE  
J.L. NEHRU MARG, NEW DELHI - 110 002  
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No. AO/L&E/MCD/2022/D-249

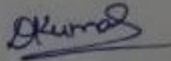
Dated 05 July 2022

CIRCULAR

SUBJECT : GUIDELINES FOR ALLOTMENT OF MUNICIPAL ACCOMMODATION TO THE OFFICERS AND STAFF OF MCD.

In supersession of all previous instructions on the subject, the following guidelines have been approved by Commissioner, MCD for allotment of Municipal accommodation to the employees/officers of the Corporation. All the Directors, DCs, & HODs are requested to give wide publicity to these guidelines and advise the Officials/Officers desirous of allotment of municipal accommodation, to apply for the same on the application form, copy attached here to, enclosing therewith salary slip duly verified, proof of date of joining in service & date of grant of present grade pay. Application form is also available on the website of the Corporation.

1. Allotment of Municipal Accommodation shall be decided on monthly basis, i.e., once every month.
2. Details of vacant habitable flats shall be ensured from concerned Junior Engineers (Maintenance) on yearly basis.
3. Applications for allotment of Municipal Accommodation upto last working day of previous month shall be considered for preparation of seniority list for allotment of Municipal Accommodation.
4. L&E Deptt. shall draw seniority list for each type of Municipal Accommodation in the first week of every month on the basis of applications received upto last working day of previous month including earlier pending applications.
5. Out of turn allotment shall be strictly restricted to 5% of the vacancies in a calendar year. For the purpose of calculation of 5% quota, vacancies in each type of flats, i.e., Type-I, Type-II, Type-III, Type-IV and Type-V shall be taken separately. Thus out of turn allotment of Type-I flats shall be restricted to 5% of vacancies arising in a calendar year in Type-I flats only and so on. However in the interest of the organization, relaxation would be considered on case to case basis and with the approval of the competent authority only.
6. All the allotments shall be decided by a committee headed by Addl. Commissioner [L&E] and comprising of ADC [L&E] and AC [L&E].
7. Committee shall meet at least once in a month i.e. in 1<sup>st</sup> week of month to finalize all the pending applications.
8. No change of Municipal Accommodation shall be allowed within six months of allotment.
9. In case of non-acceptance of allotment of Municipal Accommodation, the allottee shall be disqualified for allotment of Municipal Accommodation for one year from the date of allotment.
10. Applications for change of accommodation shall be considered every month before finalizing fresh allotments. However, an official shall be allowed only one change of accommodation within the same type during entire service.
11. On any issue, where specific guidelines have not been given above, instructions/guidelines of Dte. of Estates, Govt. of India shall be followed.

  
Administrative Officer/L&E

Copy to:

1. All HODs
2. All Zonal DCs, MCD

Copy for information to:

1. Addl. Commissioner (L&E), MCD
2. Sect to Commissioner, MCD