

OFFICE OF JOINT DIRECTOR (MUNICIPAL HOUSING)  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA : NEW DELHI - 110001

No. D-1508 /JD (MH)/2016

Dated : 15-12-2016

OFFICE ORDER

**Subject :- Modified System for Allotment of Municipal Houses  
(Type-I to Type-V)**

It has been decided with the approval of the Competent Authority, NDMC that following will be modified system for allotment of Municipal Houses (Type-I to Type-V) to the Municipal Employees :-

- a) The Municipal Housing Department is in the process of preparing an Automated System of Allotment wherein all the allotments will be made only online. Since the process will take some more time, allotment will be made manually following by the process stated below pending activation of Automated System of Allotment.
- b) The Municipal Housing Department allots Municipal Houses to Municipal Employees on the basis of Seniority List prepared for particular type of accommodation. This list will now be called **Unified Waiting List**.
- c) The Municipal Housing Department will upload a list of vacant houses on the website <http://www.ndmc.gov.in> and the Municipal Employees, whose name are in the Unified Waiting List, will submit three choices of vacant house as per their priority to Municipal Housing Department, in the prescribed proforma, according to the schedule mentioned below :-

**The Schedule of vacancies, bidding and allotment in a month for various types of accommodation**

Type of accommodation	Period of vacancies included for ensuing bidding	Period of bidding in a month	Allotment date in a month
I to V	Upto 15 <sup>th</sup> of current month	16 <sup>th</sup> to 25 <sup>th</sup>	27 <sup>th</sup>

*[Handwritten Signature]*

d) The Municipal Housing Department will make allotment as per the choices given for a particular house and allot accommodation to the senior most applicant as per Unified Waiting List. However, it will be subject to instructions regarding reservations etc.

e) If the applicant does not take possession of allotted accommodation within a period of 7 days, the allotment will be cancelled and he/she will be barred for 3 months from the bidding process.

f) Procedure for Change of Municipal Houses :

The process for change of Municipal House would be same as allotment of Houses, which will be given only one time and in similar category. The applicant will bid for the vacant house as per the procedure mentioned above.

2. There is no change in the other procedures of allotment of houses of Municipal Housing Department.

*Neelam Venkatachalam*  
15-12-16

**(Neelam Venkatachalam)**  
**Joint Director (Mpl. Housing)**

**Encl.: As above**

Copy to :-

1. All Council Members
2. PA to Chairman, NDMC
3. PA to Secretary, NDMC
4. All HoDs – with the request that wide publicity may be given to this Office Order.
5. Director (IT) – with the request to upload the Office Order on website.
6. Notice Board of Palika Kendra
7. Notice Board of Bhagat Singh Place
8. Notice Board of Vidyut Bhawan
9. Notice Board of Mohan Singh Place
10. Notice Board of Pragati Bhawan

**MUNICIPAL HOUSING DEPARTMENT**  
**NEW DELHI MUNICIPAL COUNCIL**  
**PALIKA KENDRA : NEW DELHI**

**Application for Allotment of Municipal Accommodation under**  
**Unified Waiting List**

1. **Name** : \_\_\_\_\_
2. **Employee Code No.** : \_\_\_\_\_
3. **Designation** : \_\_\_\_\_
4. **Present Place of Posting** : \_\_\_\_\_
4. **Serial Number of Unified Waiting List** : \_\_\_\_\_
5. **Mobile No.** : \_\_\_\_\_
6. **Present Address** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. **Preference of Quarters** : a) : \_\_\_\_\_  
b) : \_\_\_\_\_  
c) : \_\_\_\_\_

**(Signature of Applicant)**

Dated : \_\_\_\_\_

To :  
Joint Director (M.H.)  
New Delhi Municipal Council  
5<sup>th</sup> Floor, Palika Kendra  
New Delhi.

**MUNICIPAL HOUSING DEPARTMENT  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA : NEW DELHI**

**Application for Change of Municipal Accommodation**

1. Name : \_\_\_\_\_
2. Employee Code No. : \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. Present Place of Posting : \_\_\_\_\_
4. Details of Present Occupied Municipal Accommodation :  
Type : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Mobile No. : \_\_\_\_\_
7. Preference of Quarters : a) : \_\_\_\_\_  
b) : \_\_\_\_\_  
c) : \_\_\_\_\_

**(Signature of Applicant)**

Dated : \_\_\_\_\_

To :  
Joint Director (M.H.)  
New Delhi Municipal Council  
5<sup>th</sup> Floor, Palika Kendra  
New Delhi.