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**DELHI DEVELOPMENT AUTHORITY
COORDINATION HOUSING**

No.F.1 (42)2015/Coord/H/Pt 2/ 871

Dated: 19-6-19

Subject: Minutes of the meeting with Link Officer for the purpose of maintenance of flats under the chairmanship of Vice Chairman, DDA held on 07.06.2019.

A meeting was held with the Link Officer on 07.06.2019. At the outset, it was brought to the notice of all the members who attended the meeting that the progress of the maintenance to be carried out in DDA flat is being monitored, at the highest level.

2. Out of 95 Link officers, 58 Link Officer attended the meeting. For this purpose, Vice Chairman, DDA has already taken a meeting on 25.04.2019 with the Link Officer.
3. Further, it was also deliberated that guidelines for major/capital nature and day to day maintenance has been approved a copy of the same was also handed over to the Link Officer during this meeting. However, a copy of the guidelines is also available on the DDA website.
4. The role and responsibilities of the Link Officers were explained in details by Commissioner (H) to all participating officers. The role of the Link Officers in respect of old Schemes, Housing Scheme 2010 as well as Housing Scheme 2014 and Awasiya Yojna 2017 was also brought to the notice in the meeting.
5. The presentation on the above issues was also made by Director (H) Coordination explaining the salient features of the guidelines for maintenance of the DDA flat in various schemes.
6. All the participating officers were also provided with the enclosed Performa to send requisite information through email immediately. The information in the Performa is to be sent by all Link Officer through email every Friday.
7. Principal Commissioner (Housing) emphasised the need for better maintenance of the DDA flats allotted in various schemes including HS-10, HS-14 and AY-17 and impressed upon all the participants to put in extra efforts to accomplish the work of maintenance of DDA flats.
8. Further, it was also emphasised to all the participants that all Link Officers to contact the RWAs of HS-14 & AY-17 under their jurisdiction and persuade them in obtaining Resolution of the RWA authorising for opening and operation of the Escrow Account so that wherever ESCROW account is required, the same is opened and work of maintenance is completed accordingly.

The meeting ended with vote of thanks to chair.

Encl: Performa of Information to be provided by Link officers


19/06/19
Dy. Director (Coord)-H

Copy for necessary action to:-

1/ All Link Officers

Copy for information to:-

- 1) Principal Commissioner (H)
- 2) Commissioner (P/H)
- 3) OSD to VC for kind information of the latter.
- 4) CE (EZ, SZ, NZ, Dwarka and Rohini) for issuing necessary directions to the concerned link officers.
- 5) Director (Works).
- 6) Director (Coordn.)-H.