

Asst. Director (Coordn.)-H
D-Block, Vikas Sadan, DDA
New Delhi-110023



By Director (H) Coordn

832

16/05/23

DELHI DEVELOPMENT AUTHORITY
HOUSING DEPARTMENT
O/o DIRECTOR (HOUSING)-II & III
2ND FLOOR, VIKAS SADAN, INA
NEW DELHI

No. EHS/F/0003/2023/DD/MISC-AD-EHS/72

Date: 16.05.2023

Circular

Subject: Standard Operating Procedure (SOP) for conducting Mini-Draw for allotment of flats

A Standard Operating Procedure (SOP) is being issued with the approval of Competent Authority for conduction of mini-draws for allotment of flats. All the housing branches are advised to follow the SOP scrupulously for all the mini-draws to be held henceforth.

Enclosed: Standard Operating Procedure for conducting mini-draw for allotment of flats

Director (Housing)-II
Housing Department, DDA

Copy to:

1. Pr. Commissioner (Housing)
2. Commissioner (Housing)
3. OSD to VC, DDA
4. Director (Housing)-I
5. DD(Coordination)/ DD(SFS/HIG)/ DD(MIG)/ DD(LIG)/ DD(Janta/EWS)/ DD(EHS)/ DD(PMAY)
6. DD (System)-H for information and uploading the SOP on DDA website

AD(HC) - 17/5
17/5/23
sr. Dec 10m

Director (Housing)-II
Housing Department, DDA

Standard Operating Procedure (SOP)
for
conducting Mini-Draw for allotment of flats

1. The entire process of mini-draw shall be conducted in the office of Director (Housing) or an officer of higher level.
2. The draw shall be conducted on a standalone system/server and all the peripherals including printers etc. shall be installed in the office where draw is to be held.
3. The draw shall be held in the presence of at least 3 independent judges, of which, one shall be a technical judge.
4. The other officers to be present during conducting of draw shall include Dy. Director of concerned housing branch and Dy. Director (System)-H.
5. The applicants of draw may be invited to witness the conducting of draw if their number is few i.e. ten or less. If the number is more, few randomized representatives on a sample basis may be invited to witness the same.
6. The entire process of draw shall be video graphed and the same shall be retained by Systems Department for record purposes. During the conducting of draw, no one shall be allowed to leave the room.
7. Before starting the draw, it shall be ensured that the system/server is not connected to any network.
8. The draw shall be initiated with randomization & cross-referencing of both applicants and flats on offer. After generation of randomized list of applicants and randomized list of flats (i.e. 2 lists), these lists shall be checked by judges and concerned officers present. Thereafter, 3 printouts of the list shall be taken and signed in original by judges and also be counter-signed by concerned Dy. Director (Housing) and Dy. Director (System)-H.
9. Then, the process of draw of tokens shall commence. All the tokens will be shown to all present and put in the boxes one by one. Thereafter, tokens shall be drawn by judges for deciding lucky numbers for flats and applicants from the boxes containing tokens.
10. After the same are drawn by judges and shown to all concerned present, the finally determined lucky numbers shall be marked on the respective cross-referenced list of flats and applicants. The marked portion in both the lists shall be signed by judges and counter signed by the concerned Dy. Director (Housing) and Dy. Director (Systems)- H.
11. Then the lucky number sheet (in 3 copies) will be filled containing both these randomized serial numbers and corresponding applicant details of applicant and flat. The

File No. EHS/F/0003/2023/DD/MISC-AD-EHS

same (i.e. all 3 copies) shall also be signed by judges and counter signed by the concerned Dy. Director (Housing) and Dy. Director (System)- H.

12. Thereafter, the lucky numbers shall be fed in the system for generation of allottee trail.

13. The allottee trail so generated shall be checked by judges and officers present. Thereafter, 3 printouts of the list so generated shall be taken and signed in original by judges and also be counter-signed by Dy. Director(Housing) and Dy. Director (System)- H.

14. After the process of draw is completed, one copy each of cross-reference of flats, cross-reference of applicants, lucky number sheet and allottee trail (i.e. 4 sheets) shall be retained by Housing Branch and System Department. The remaining set of copies shall be forwarded by the System Department to Vigilance Department along with a covering letter.

15. Thereafter, immediately on the same day, the copy of allottee trail shall be uploaded on the website of DDA for ensuring transparency as well as part of Ease of Doing Business.
