

LIST OF DOCUMENTS MAINTAINED BY SECTIONS IN THE DIRECTORATE OF ESTATES

Admn. A & B

1. Personal files of all Officers/Staff working in the Dte. of Estates
2. Service Books of all officers/staff working in the Dte. of Estates
3. CR Dossiers of JSA, SSA, ASO, Steno Gr.'D' and Steno Gr. 'C' held in Admn. A.
4. CR Dossiers of Supdts.(Hostels), Staff Cars Drivers, Eviction Inspectors, Sudt.(A/Cs), AD(A/Cs), Chief Sudt.(Hostel), AD(Enquiries), Accountants, LO(MP) & AD(Lit) held in Admin.B Section.

Cash Section

1. Taxation of Salaried Persons Rules
2. Compilation on OTA Rules
3. LTC Rules
4. TA Rules
5. Swamy's Master Mannual for D.D.Os
6. Receipt & Payment Rules 1983
7. General Financial Rules 2005
8. Pay Bill Registers
9. Cash Book
10. Cheque Registers(Receipts & Payments)
11. Office Copy of Income Tax Return
12. Income Tax Register (Both Salary & Contractors)
13. PAO's Bill Register
14. Expenditure Register for different Heads

General Section

1. Staff Car Rules
2. Manual of Office Procedure
3. Delegation of Financial Power Rules
4. Compilation on Uniform for Group 'C' & 'D' employees
5. Log Books
6. Expenditure Registers
7. Stock Register
8. Register of liveries
9. Telephone Register (Office & Residences)
10. Tender Record Register

V&C Section

1. Vigilance Clearance Register

Hindi Section

1. Official Language Act-1963
2. Official Language Rules- 1976 (as amended, 1987)

Policy Division

1. Files
2. Compendium on Allotment of Government Residences (General Pool in Delhi) Rules, 1963.
3. Public Premises (Eviction of Unauthorised Occupants) Act, 1971
4. Allotment of Garages (General Pool in Delhi) Rules 1964
5. Requisitioning and Acquisition of Immovable Property Act, 1952
6. Year-wise compilation of various instructions/orders issued under Allotment of Government Residences (General Pool in Delhi) Rules, 1963

Region Section

1. Files
2. Reference Book
3. Guard Files
4. Compendium on Allotment of Government Residences (General Pool in Delhi) Rules, 1963.
5. Public Premises (Eviction of Unauthorised Occupants) Act, 1971
6. Requisitioning and Acquisition of Immovable Property Act, 1952
7. Registers prescribed under the Manual of Office Procedures
8. Service Books of Assistant Estates Managers/Estate Managers
9. Details of Holiday Homes/Guest Houses
10. Rates of Rent to be charged in respect of Holiday Homes/Guest House
11. Details of Demand and Availability of General Pool Accommodation at regional stations
12. Prescribed forms

Market Section

1. Manual of Office Procedure regarding Management of Central Government Market
2. Officer Order No. DE/Mkt/4/21/95 dated 25.07.96
3. Officer Order No. DE/Mkt/4/16/68-Vol-V dated 21.10.89 and No.DE/Mkt/4/5/90-Vol-IV dated 10.10.2000
4. Location wise status of Markets

List of Proforma

1. Offer of Allotment
2. Show – cause notice on account of unauthorized construction/encroachment, subletting and change of trade
3. Demand-cum-show cause notice on account of non-payment of arrears of license fee.
4. Cancellation/revocation letter
5. Cancellation letter on death ground
6. Offer of regularization/restoration of allotment
7. No objection Affidavit from legal heirs
8. Licence Deed
9. Indemnity Bond
10. Undertaking
11. Offer of Ownership (Allottee/occupant)
12. HPA

Office and Requisition Section

1. Performa to screen projected requirement of General Pool Office Accommodation
2. Performa of 'Standard Lease Agreement' as approved by Policy Division
3. Statistics of Demand/Availability and shortage of General Pool Office Accommodation
4. Building-wise availability of General Pool Office Accommodation
3. Building-wise availability of leased accommodation

Rent Section

1. Online Updation of individual license fee record against AAN
2. Parliament Question files-related to rent recovery only

Allotment Section

1. Building Registers
2. Rent Registers
3. Files relating to regularization/Cancellation/Retention of Accommodation/Court and CCA Cases

CDN-1 Section

1. Political Parties (National Level and State Level)
2. State Governments
3. Parliament Question and fulfilling of Assurances
4. Allotment to Trusts/NGOs
5. Allotment out of EMRU quota to Doctors & Paramedics posted in EMR unit
6. Sanction to DOPT (Training Division & ISTM from quarters at old JNU campus
7. VIP reference
8. Placement of quarters of GP to Ministers/Depts.
9. Miscellaneous Matters

CDN-2 Section

1. Medical Grounds
2. Functional Grounds
3. AD hoc allotment to Private Persons, such as, Freedom Fighters, Social Workers, Artists, etc.
4. Audit matters of Directorate of Estates
5. Miscellaneous