

**SOUTH DELHI MUNICIPAL CORPORATION**  
**OFFICE OF THE ADDITIONAL COMMISSIONER (ENGG)**  
**6<sup>th</sup> FLOOR, DR. SHYAMA PARSAD MUKHERJEE CIVIC CENTRE**  
**JAWAHAR LAL NEHRU MARG**  
**NEW DELHI - 110 002**

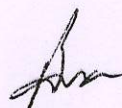
No. D/27 /Addl.Cm. (Engg)/SDMC/2016 Date: 15/02/16

**OFFICE ORDER**

In supersession of earlier orders for obtaining NOC for installation of lifts in Group Housing Flats built by DDA, a modified policy has been approved in the Delhi Development Authority meeting held under the chairmanship of Hon'ble Lt. Governor on 23.9.2015 and circulated vide Office Order No. EM 3(7)05/Lift/Pt./38 dated 07.01.2016 of the Chief Engineer (HQ)-D.D.A.

A simplified procedure for according such permission has been devised by the South Delhi Municipal Corporation (SDMC) for necessary compliance by all concerned. The **salient features of the policy** are as under:-

- The modified policy is applicable for DDA built flats as well as for Cooperative Group Housing Societies (CGHS) flats.
  - The Permission / NOC for flats in respect of De-notified areas shall be granted by the S.D.M.C., whereas for the Development Areas falling under the jurisdiction of DDA, the requisite permission shall be granted by DDA.
  - The validity period of Permission / NOC granted by SDMC shall be for five years.
  - As per aforesaid Office Order of D.D.A., the NOC for de-notified areas transferred to local civic agencies (Municipal Corporations) stands granted for this purpose from DDA side as a Lesser under this policy and the allottees of de-notified areas are not required to approach DDA for obtaining NOC. The local civic agency need not refer any such case for this purpose.
  - For De-notified Areas from Development Areas, the allottees shall approach the Zonal Office concerned of SDMC for seeking Permission / NOC for installation of lift, as briefed hereinunder.
    - The allottees of flats built by DDA and Cooperative Group Housing Societies (CGHS) are required to apply to the concerned Executive Engineer (Bldg) of the Zone.
- (A) Regarding Permission / NOC in flats built by DDA, the Commissioner-SDMC, vide his orders dated 15.02.2016, has delegated the powers under Section 491 of the DMC Act-1957 to the Zonal Executive Engineers (Bldg) concerned.

  
Executive Engineer (Bldg.-I)  
South Delhi Municipal Corporation  
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JLN Marg, New Delhi-110002

- (B) Regarding Permission / NOC in Cooperative Group Housing Societies (CGHS), the Commissioner-SDMC, vide his orders dated 15.02.2016, has delegated the powers under Section 491 of the DMC Act-1957 to the Zonal Superintending Engineers (Bldg) concerned .


**The detailed policy for installation of Lift and connecting bridge in Cooperative Group Housing Society (CGHS) Flats and DDA Built Flats (Low Rise Flats) in NCT of Delhi, based on the policy circulated by D.D.A. and duly approved by Hon'ble Lt. Governor, is as under:**

**1.0 "Permission /NOC (No Objection Certificate) for installation of lift and connecting bridge.**

No person/Society shall erect or re-erect or make alteration or cause the same to be done in the existing structure without obtaining the "Permission NOC/" in each individual case from SDMC. It is in the interest of public to get the Permission / NOC from SDMC for constructing lift well & installation of lift with adequate provision of light, ventilation and its conformity with the provisions of Building Bye-Laws / Master Plan-2021 / Zoning Regulations / Standard Plan of DDA / laid down guidelines. The construction, if raised without Permission / NOC, is / shall be liable for action under provisions of DMC Act -1957.

**1.1 Pre-requisite for grant of Permission /NOC:**

- (i) Consent from owners using common staircase in that block is a pre-requisite (50% or more excluding ground floor) who will be beneficiary due to installation of lift. The consent form ground floor owner is advisable but not mandatory.
- (ii) The applicants are advised to propose a separate lift structure independent of the existing building structure with a connecting bridge so that it does not affect the structural stability of the existing structure.
- (iii) The SDMC is at liberty to take action against unauthorized construction/additions/alteration and encroachment as per their policy and provisions of DMC Act.
- (iv) In order to address the concern primarily of the ground floor allottees regarding access to their flat, natural light and ventilation, the applicant should propose the lift and the lift structure preferably on the blind wall i.e. the wall which does not have any door / window opening or the lift structure should be at an adequate distance from the existing structure so that the natural light and ventilation of the flat is not affected.
- (v) Recommendation of lift manufacturing agency (preferably as per approved list of CPWD) with regard to technical feasibility, location of lift well and safety aspects in respect of installation must be followed by the applicant.
- (vi) Certificate from registered Structural Engineer/ Architect (on their letter head) stating that the structural design of lift well and connecting bridge wherever required is as per provisions of the prevailing NBC (National Building Code).

  
Zonal Superintending Engineer (Bldg)-I  
North Delhi Municipal Corporation  
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- (vii) Four sets of building plans indicating location of proposed lift well and connecting bridge if required duly signed by registered Architect and proposing/secondary applicants/President of Management Committee (MC) of CGHS.
- (viii) Undertaking regarding maintenance/operational aspect, safety requirements and its cost as per **Annexure -A**.
- (ix) Undertaking to obtain NOC from Delhi Fire Service (wherever applicable) Lift Inspector and Power/Electricity Distribution Company.
- (x) NOC from Registered RWA (in case of DDA flats)/ MC of CGHS in which lift is proposed to be installed in case any shifting of services is required.
- (xi) Indemnity Bond from the all proposing applicants\* in case of flats built by DDA/Management Committee (MC) of CGHS indemnifying to keep SDMC harmless from any claim which crop-up against the SDMC due to erection of lift/Lift-well and connecting bridge.

*\*Applicants shall belong to two categories i.e. Proposing Member(s) and Secondary Member(s).*

*While Proposing Members are those who are currently using one common staircase only and contributing to the cost of installation of lifts, Secondary Members are those who are using common staircase but not contributing to the cost. However, consent for installation of lifts is given by them. Other residents of the stairway will be Uninterested-members. In case they get interested in participating at a later date, they may, with the consent of the Proposing Members share the costs (capital + operation + maintenance cost) and use the lift.*

**THE PERMISSION / NOC WILL BE GOVERNED BY SEVEN BASIC PRINCIPLES:**

- i. There is no encroachment on public land.
- ii. Structural stability of the building, lift and connecting bridge wherever applicable must be ensured.
- iii. Light and ventilation of the habitable rooms of residents should not be affected. Connecting-bridge wherever required (of minimal size) may be constructed to ensure proper ventilation.
- iv. The operation and maintenance, safety checks and costs thereof in respect of the lift have to be borne by the Proposing Member(s).
- v. As far as possible shifting of services/infringement of other's rights should be avoided. Where absolutely necessary a provision of connecting bridge/walk way may be made from the lift well to the landing point.
- vi. The lift shall not travel up to terrace otherwise the permission / NOC so issued shall be void.

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- vii. The Ground Coverage and the FAR of the Lift-Well and connecting bridge (if provided) shall be exempted as the FAR consumed is much less than the present / permissible FAR and this is a facility aimed to facilitate Senior Citizens and making the buildings disabled friendly.

The Owner(s) will be allowed to erect the lift only after obtaining Permission / NOC from SDMC in De-notified Areas on drawings incorporating the lift well and other details as required by SDMC under the policy.


## 2.0 Procedure for obtaining Permission / NOC.

- 2.1 The Permission / NOC for erection of lift and connecting bridge, (wherever applicable) in group housing flats built by DDA/Society for De-notified Areas shall be given by the concerned Zonal Office of SDMC, whereas the Permission / NOC for erection of lift and connecting bridge wherever applicable in group housing flats built by DDA/Society shall be given by DDA in Development Area under DDA only.
- 2.2 An Architect, registered with Council of Architecture shall have the authority to certify the part layout/Building plans for their correctness regarding original construction as per standard plans of DDA/approved plans of CGHS as well as proposal being in conformity with Building Bye-Laws / Master Plan-2021 with relevant amendments and policy etc.. Once the plans with all the documents certified by the Architect, Structural Engineers along with fee are submitted to SDMC, these will be taken on record.
- 2.3 The person(s)/group of allottees who intend to erect a lift and connecting bridge (wherever applicable) shall intimate in writing in the prescribed form **(Annexure-A)** and such intimation shall be accompanied with the requisite documents as given in the Policy. The form is to be filled up and jointly certified by all the applicant(s)/group of allottees and registered Architect, which contain the statement of the proposal and amount deposited. The proposal with all requisite information/documents and certification shall be accepted and one copy of the proposal will be certified /stamped and returned to the applicant. Incomplete proposal shall not be considered.
- 2.4 The Architect(s) can obtain a certified copy of original plan of the flats under De-notified Area of SDMC from Housing & Urban Projects Wing (HUPW), DDA on prescribed payment. If plan is not available, Architect will prepare a part layout plan and will submit the same with the proposal.

For de-notified areas, the Plans may be obtained from the SDMC

## 3.0 Documents to be submitted:

- i) Application form in prescribed Performa. **(Annexure-A)**.
- ii) Four sets of Plans (One cloth mounted), duly signed by all the proposing member(s) and Architect, (registered with Council of Architecture ) indicating his/her name, address, telephone number and valid registration number clearly showing original construction in blue color and proposed construction in red color on a scale not less 1:100;
- iii) Part layout plan showing the site under reference, Position of the block and its adjoining area approved by DDA/prepared by Architect for the flats of the area where lift is being proposed;

  
Engineer (C.A.)  
Delhi Municipal Corporation  
Floor, Dr. SPM Civic Centre  
Connaught Place, New Delhi-2

- (iv) Certificate of supervision by Architect and licensed Engineer **(Annexure-B)** along with a copy of their valid registration & qualification certificate;
- (v) Proof of ownership documents of flat: Lease Deed/ Conveyance-Deed shall be taken as documents as proof of ownership. Registered Sale Deed or General Power of Attorney / Agreement to Sell shall be accepted as the proof of ownership only after the property has been converted concerted into freehold by DDA;
- (vi) Certificate by proposing member (s) registered Architect, and empanelled Structural Engineer for safety from natural hazard as per the performa prescribed by Ministry **(Annexure-C)**;
- (vii) Undertaking/ affidavit by the proposing member (s) regarding cost of installation/ operation and maintenance of lifts. **(Annexure-D)**;
- (viii) Undertaking on Letter-head of Structural Engineer Architect for Structural stability of lift well, connecting bridge joining to the building as well structural stability of the existing building **(Annexure-D1 & D2 respectively)**;
- (ix) Indemnity Bond **(Annexure-E)** from all the Proposing applicants indemnifying to keep SDMC harmless from any claim which anyone may, at any time, institute against the SDMC;

#### 4.0 Where to apply:

##### **(Colonies where services stand transferred to MCD)**

The applicant is required to apply to the concerned Zonal Office of SDMC.

#### 5.0 Procedure for processing the application:

On the day the application is received, an officer deputed for receiving the application shall scrutinize the application to ensure that all the documents as mentioned above are submitted. Once the documents are found in order as per check-list, the fee will be accepted and case shall be processed within 60 days.


#### 6.0 Validity period of Permission / NOC: The NOC shall remain valid for a period of 5 years from the date of issue.

#### 7.0 SDMC may revoke the Permission / NOC issued under the provision of bye- laws if there has been false statement or any misrepresentation of material facts in the application on the basis of which the Permission / NOC was granted.

Or

If the NOC so issued, is found to be in violation of Building Bye-Laws / Master Plan/ Zonal Plan regulations.

Or

  
 Structural Engineer (Bldg.)-I  
 SDMC, Municipal Corporation,  
 1st Floor, Dr. SPM Civic Centre,  
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If during construction, it is found that the owner has violated any of the provisions of Building Bye-Laws or plans of lift well for which Permission / NOC has been granted.

Or

In case of any court case, the Permission / NOC granted by SDMC will become in - operative and will be kept in abeyance till the final outcome of the Court case.

### **8.0 Procedure for obtaining completion certificate:**

- 8.1 After completing the construction of lift, the owner(s) through Architect shall intimate the SDMC (for de-notified areas.) The Architect shall certify that construction has been carried out as per the proposal submitted, and is in conformity with building bye laws and guidelines for installation of lift in group housing flats built by DDA / Co-operative Group Housing Society.
- 8.2 The intimation of completion shall have to be given within one month from the date of installation of lift.
- 8.3 The owner(s) should submit copy of NOC from Delhi Fire Service - Government of NCT of Delhi, certificate from Lift Inspector and NOC from Power / Electricity Distribution Company.


### **9.0 Where to apply for completion certificate of flats in De-notified Areas.**

The allottees of flats built by DDA and Cooperative Group Housing Societies (CGHS) Flats are required to apply to the concerned Executive Engineer (Bldg) of the concerned Zone of S.D.M.C.

### **10.0 Provision of Test Check:**

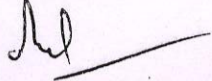
The SDMC reserves its right to test check the proposal / completion submitted for lift, and in case it is found that the proposal / application is not in conformity with Building Bye-Laws / Master Plan-2021 / Zoning Regulations / Standard Plan of DDA / laid down guidelines, the permission will be revoked and action will be taken against the Architect & applicant as per rules & regulations and the construction which is not in conformity with Building Bye-Laws & guidelines will be demolished as per provisions of DMC Act-1957.

- 11.0 The Zonal Heads i.e. Superintending Engineer (Bldg) and Executive Engineers (Bldg) concerned shall evolve their internal mechanism in relation to grant of Permission / NOC and issuance of completion certificate of lifts in respect of above categories of flats. A separate Register for the above purpose shall be got maintained by the concerned Zonal Head to record the cases received for such Permissions / NOCs. A separate stamp shall be used for stamping the permission / NOC.
- 12.0 An application fee of Rs. 5,000/- will be charged for processing such permission /NOC cases.
- 13.0 **CHECK-LIST:** A detailed Check-list has been enclosed which will be used to verify and if all points are acceptable, then only Application with Fees will be received.

  
Engineer (Bldg.)-I  
Municipal Corporation  
Floor, Dr. SPM Civic Centre  
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The detailed policy is available on website of MCD ([www.mcdonline.gov.in](http://www.mcdonline.gov.in).)  
The policy issued by the D.D.A. with its enclosures, vide their letter dated 07.01.2016, has already been forwarded to the Zonal Offices vide Building HQ's letter No. D/04/SE(Bldg)HQ/SDMC/2015 dated 15.01.2016.

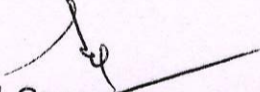
This is in supersession of earlier Order No. PA/ADL/LB/2012/644-657 dated 27.08.2012 of the Office of Director of Local Bodies – Government of NCT of Delhi, and is with prior approval of Commissioner-S.D.M.C.

  
Additional Commissioner (Engg)  
South Delhi Municipal Corporation

1. All Additional Commissioners – South DMC
2. Engineer-in-Chief
3. All Chief Engineers (Bldg)
4. All Zonal Deputy Commissioners - South DMC
5. Chief Vigilance Officer – South DMC
6. Chief Law Officer South DMC
7. Chief Town Planner
8. Chief Architect-South DMC
9. All Zonal Superintending Engineers - South DMC
10. All Zonal Executive Engineers (Bldg) - South DMC

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

1. PS to Commissioner – South DMC – for kind information of the Commissioner-South DMC
2. Director (IT)-to upload the Circular on the website of M.C.D

  
Additional Commissioner (Engg)  
South Delhi Municipal Corporation

**CHECK LIST OF DOCUMENTS FOR SUBMISSION OF APPLICATION RELATING TO PERMISSION / NOC FOR INSTALLATION OF LIFTS IN DDA BUILT FLATS AND COOPERATIVE GROUP HOUSING SOCIETIES (CGHS) FLATS**

Following points are to be checked prior to acceptance of the application for issue of NOC regarding installation of lifts:


Sl.No	Name / Type of Document (s)	Page No.	Y/N
(i)	Application form in prescribed Proforma ( <b>Annexure-A</b> ).		
(ii)	Four sets of plans (one cloth mounted), duly signed by all the proposing member(s) and Architect, registered with Council of Architecture under the Architect Act-1972 indicating his / her name, address, telephone number clearly showing original construction in blue colour and proposed construction / construction to be regularized in red colour at a scale not less 1:100.		
(iii)	Part layout plan showing the site under reference, and connecting bridge position of the block and its adjoining area.		
(iv)	Certificate of supervision by Architect and licensed Engineer ( <b>Annexure-B</b> ) along with a copy of their valid registration certificate.		
(v)	Proof of ownership documents of flat: Lease Deed / Conveyance Deed shall be taken as documents for the proof of ownership. Registered Sale Deed or General Power of Attorney / Agreement to Sell shall be accepted as the proof of ownership only after the property has been converted into freehold by DDA.		
(iv)	Certificate by proposing member(s) and Structural Engineer for safety from natural hazard as per the Proforma prescribed by Ministry ( <b>Annexure-C</b> ).		
(vii)	Undertaking / affidavit by the proposing member(s) regarding cost of installation / operation and maintenance of lifts. ( <b>Annexure -D</b> ).		
(viii)	Undertaking on Letter Head of Architect / Structural Engineer for structural design as per provision of National Building Code. ( <b>Annexure -D1 &amp; D2 respectively</b> ).		

  
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(ix)	Indemnity Bond from all the proposing applicants indemnifying to keep SDMC harmless from any claim which anyone may, at any time, institute against the SDMC <b>(Annexure E)</b> .		
(x)	Proof of depositing of processing fee of Rs. 5,000/- in the form of DD payable to SDMC at New Delhi.		
(xi)	Recommendations of lift manufacturing agency with regard to technical feasibility, location of Lift Well and connecting bridge safety aspect in respect of installation.		
(xii)	List of all owner / Legal representatives / Residents using that common staircase giving status as to title (owner / tenant / Vacant) and how participating in the application viz: as Proposing member / Secondary member / Un-interested member		

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 Executive Engineer (Bldg.)-I  
 South Delhi Municipal Corporation  
 1st Floor, Old PPT Civic Centre  
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**APPLICATION FORM FOR PROPOSED INSTALLATION of LIFT AND CONNECTING BRIDGE IN CO- OPERATIVE GROUP HOUSING FLATS AND FLATS BUILT by DDA**

To

The Superintending Engineer (Bldg) /  
Executive Engineer (Bldg)  
\_\_\_\_\_ Zone  
South Delhi Municipal Corporation  
\_\_\_\_\_  
New Delhi


Sir

We hereby inform that we intend to make installation of LIFT and CONNECTIONG BRIDGE in our Flats built by Society / DDA in the \_\_\_\_\_ Block No. \_\_\_\_\_ situated at \_\_\_\_\_ Scheme \_\_\_\_\_ consisting of \_\_\_\_\_ Nos. of flats bearing No. \_\_\_\_\_ to \_\_\_\_\_ in accordance with the guidelines in this regard.

We forward herewith the following plans and specifications duly signed by us (name in Block Letter), the Licenced Architect/ Engineer who have prepared the plan, design etc. And who will supervise its erection and a copy of other statement/ documents (as applicable).

The proposed covered area of Lift well is \_\_\_\_\_ and of connecting bridge is \_\_\_\_\_. The following documents are attached herewith:-

- (i) Building Plan (four sets showing the original construction in Blue colour and proposed construction in Red colour.
- (ii) Ownership documents of flats of proposing member (s)
- (iii) Document as proof of depositing of processing fee.
- (iv) Indemnity Bond from all the proposing Member (s)
- (v) Certificate from the licensed Structural Engineer/ Architect on his Letter Head as given in Annexure.
- (vi) Attested copy of valid registration certificate of Architect.
- (vii) Attested copy of valid registration certificate of Structural Engineer as defined in BBL/ NBC.
- (viii) Supervision certificate of licensed Structural Engineer.
- (ix) Supervision certificate of licensed Architect.
- (x) Undertaking to obtain NOC from Chief Fire Officer, Lift Inspector and Power/ Electricity Distribution Company from all the Proposing Member(s).
- (xi) Certificate from Lift Manufacturing Agency regarding Technical feasibility with respect to operation, electrical & structural point of view.

  
The Engineer (Bldg.)-I  
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