

**Office of the PCDA (BR), Seema Sadak Bhawan,  
Ring Road, Naraina, Delhi cantt.-110010**

**File No. AT/BR/125/Misc/Circular  
Part -I office order No. 162**

**Dated: 1/04/2014**

To,

1. The CDA (BR) Guwahati
2. The Jt. CDA/Chandigarh
3. The PAO, GREF Pune

**Subject:** DDO on line assessment of license fee recoveries for central Govt. offices (North eastern region, J&K) Border Road fencing Zone & others (Eligible for retention)

A copy of Govt. of India, min. of urban Development Directorate of Estates Nirman Bhavan New Delhi-11 letter No. 5/01/2014-RR Cell Dated 26-02-2014 received under HQ DGBR letter NO. 17621/IRLA / DGBR /70/E2A (Pro)&C dated 13-03-2014 on the above mentioned subject is forwarded herewith for information, Guidance and necessary action please.

It is further advised that the contents of the circular may please be communicated to all the sub offices under your jurisdiction for their necessary action please

Please acknowledge receipt.

*Sd-*  
AO (Audit)

Encls: as above.

Copy to:-

- ✓ 1. Officer-in-Charge: For uploading on website of PCDA (BR) EDP Section (M.O.)
2. Officer-in-Charge: For information and necessary action O&M Cell (Local)
3. o/c AT-I (Local)

*[Signature]*  
AO (Audit)

SP. Inv 2.30

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FAX

Pay Sedona /  
Ans - in

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Fax : 011- 25696026  
Visit us : <http://bro.dgbr.org>  
E-mail : [bro-pers@nic.in](mailto:bro-pers@nic.in)

Headquarters  
Dte General Border Roads  
Seema Sadak Bhawan  
Ring Road, Delhi Cantt  
New Delhi 110 010

Net Payroll  
Budget Sec.

17621/IRLA/DGBR/ 70 /E2A (Pro) T&C Mar 2014

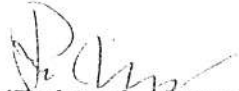


PAO (GREF)  
2<sup>nd</sup> Floor Adm Block  
Care of GREF Centre  
Dighi Camp, Pune - 15

RSB DLO 1176

**DDO ONLINE ASSESSMENT OF LICENCE FEE RECOVERIES FOR  
CENTRAL GOVERNMENT OFFICES (NORTH EASTERN REGION, J&K,  
BORDER ROD FENCING ZONE & OTHERS (ELIGIBLE FOR RETENTION) -  
REGARDING**

A photocopy of Govt of India, Min of Urban Development, Directorate of Estates, Nirman Bhawan, New Delhi-11 letter No 5/01/2014-RR Cell dated 26 Feb 2014, is forwarded herewith for your information and further necessary action, please.

  
**(Rohtash Kumar)**  
Joint Dir (Admn)  
Joint Dir (T&C)  
for DGBR

Encls :As above.

Copy to:-  
PCDA (BR) ✓  
Seema Sadak Bhawan  
Ring Road, Delhi Cantt

- for info and necessary action alongwith copy of ibid Govt letter, please.

DGBR/IRLA-Coord

- for info alongwith copy of ibid Govt letter, please.



MOST IMMEDIATE

भारत सरकार

शहरी विकास मंत्रालय

सम्पदा निदेशालय

निर्माण भवन, नई दिल्ली-110011

GOVERNMENT OF INDIA

MINISTRY OF URBAN DEVELOPMENT

DIRECTORATE OF ESTATES

NIRMAN BHAWAN, NEW DELHI - 110011

New Delhi, dated :- 26-02-2014.

No. 5/01/2014-RR Cell

To

The Director General,  
Border Road Organisation, SE (Civil),  
Headquarter Seema Sadak Bhawan, Ring Road, Naraina,  
New Delhi.

Subject :- DDO Online Assessment of Licence fee Recoveries for Central Government Offices (North Eastern Region, J&K, Border Road Fencing Zone & others (eligible for retention) – regarding.

Sir,

I am directed to say that this Directorate has developed or assessed, a system generated facility on website to all the Central Government Offices outside Delhi, viz. North Eastern Region, Jammu & Kashmir, Border Road Fencing Zone and others (eligible for retention), to enable the DDOs to make online entries of Licence Fee Recoveries of Allottees of GPRA. Hence, the DDOs are requested to update the online Licence Fee Recoveries of Allottees posted in their Zone. It is mandatory to post/make DDO online licence fee recoveries of allottees.

2. In this connection, it is requested that for updating the DDO online licence fee recoveries, the concerned office has to visit/open the site [estate.nic.in](http://estate.nic.in) or [gpra.nic.in](http://gpra.nic.in). First click on Server-2, then they have to go to DELHI, then click Recovery, then click Login ID request. Fill-up the requisite proforma (enclosed) online, after filling it properly get the print-out. Then take Hard copy and submit the same to Directorate of Estate accompanied with Stamp & Signature of Officer concerned. On receipt of hard copy from concerned office, Directorate of Estates will create/generate Login ID & Password and will intimate the same to the concerned office through e-mail/letter. As such, the concerned office will start processing the online Licence fee recoveries in AAN number of the Allottees. This is a system generated programme.

3. Further, it is also mentioned that no manual Rent Recovery Certificates will be entertained by this Directorate. The DDOs should submit monthly online Licence Fee Recoveries of all the Allottees posted under their Zone, as it is mandatory. Before sending the online Licence Fee Recoveries Schedule to this Directorate, the DDOs should observe/verify the posting of Licence Fee Recovery Schedule of each allottees in their AAN.

4. For any detailed information or training, contact Shri P.L. Meena, Superintendent (A/cs), RR Cell, R.No. 006-C, Ground Floor, Near IFC Centre, Nirman Bhawan, New Delhi (Ph. No. 011-23061388).

Yours faithfully,

(MANOJ KUMAR GARG)  
DIRECTOR OF ESTATES

As above.



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DDO ID Activation form

DDO ID Activation form

This is a form for the activation of the DDO ID. It is to be filled by the DDOs who are new to the system. Only those DDOs need to submit this form. The form can be accessed at [http://www.doe.gov.in](#)

Location of the candidate in District/Urban Region:

Office ID:  Please enter valid Office ID.

Office ID:  Show / Hide Office

Office

Name

Name

Designation

One of the following fields is Mandatory: Mobile, E-mail.

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E-mail

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