

उप निदेशक (प्रशासी)-4, वि. वि. वि.  
आयरी नं. 5046  
दिनांक 03/12/2025

प्रमुख (प्रशासी) का कार्यालय  
आयरी नं. 5046  
दिनांक 03/12/2025

Commr. (Systems)  
Diary No. 1146  
Date 1-12-25

निदेशक (प्रशासी) वि. वि. वि.  
आयरी नं. 6294  
दिनांक 05.12.25



**DELHI DEVELOPMENT AUTHORITY  
(WELFARE SECTION)**

No. PR/F1/0002/2025/IMGB/-O/o DIRECTOR (Public Relation) 504 Dated: 11/12/25

**CIRCULAR**

Attention is invited to this office Circular of even no. 496 dated 13.11.2025 (copy enclosed) vide which all the HoDs were requested to send recommendations/nominations to honour and recognize the valuable contribution of employees upto the level of Dy. Director and equivalent (Level-11) during the proposed celebration of Foundation Day which on 27th December, 2025. It was requested to send all recommendations/nominations by 05.12.2025 positively. However, till date no recommendations/nominations have been received.

2. In view of the above, all HoDs are once again requested to send recommendations/nominations along with VCR from Vigilance Department of the officers/officials on urgent basis latest by 05.12.2025 so that further scrutiny and final selection can be done.

(Deepanker Gupta)  
Director(P)-II

**Copy to:**

- 1) OSD to VC, DDA
- 2) PS to Finance Member, DDA
- 3) PS to Engineer Member, DDA
- 4) PS to Pr. Commissioner (Horticulture & Personnel), DDA
- 5) PS to Pr. Commissioner (Housing, PMAY, Sports, CWG & System), DDA
- 6) PS to Pr. Commissioner (Land Disposal, LM & LLP), DDA
- 7) PS to Commissioner-cum-Secy, DDA
- 8) PS to CVO, DDA
- 9) All Commissioner, DDA
- 10) Chief Legal Advisor, DDA
- 11) All Chief Engineer, DDA
- 12) Chief Architect, DDA
- 13) Chief Accounts Officer, DDA
- 14) Financial Advisor Officer, DDA
- 15) Director(System) for providing information on website
- 16) Notice Boards, Vikas Sadan/Vikas Minar.

→ All DDs (Justified)

9/12/25  
Mr. Dev

Director(P)-II







DELHI DEVELOPMENT AUTHORITY  
(WELFARE SECTION)  
C-1/310, Vikas Sadan, INA, New Delhi-110023

No. PR/CI/0002/2025/IMGB/O/o DIRECTOR (Public Relation)/476 Dated: 15/11/2025

CIRCULAR

Subject: Recognition of Outstanding Contribution of DDA Employees on Foundation Day -  
27th December, 2025

1. It has been decided to honour and acknowledge the exemplary contribution of DDA employees up to the level of Deputy Director and equivalent (Level-11) on the occasion of the forthcoming Foundation Day celebrations scheduled for 27th December, 2025. The initiative aims to recognize officers and officials whose dedication, professional competence, and sustained performance have made a significant impact on the functioning and efficiency of the DDA.
2. All Heads of Departments (HoDs) are requested to constitute a Departmental Committee comprising officers of the level of Director and above, under their chairmanship, to decide (i) category of award in his/her Department and (ii) to frame objective parameters for evaluating and recommending officials/officers for the excellence award.
3. While forwarding recommendations, the Committee shall provide a well-reasoned justification, duly supported by details of notable achievements and contributions made by the concerned officer/official towards the growth and development of the organization. It must also be ensured that no individual facing disciplinary proceedings or undergoing any minor or major penalty is recommended.
4. The selected awardees will be felicitated during the Foundation Day function.
5. All HoDs are requested to forward their recommendations/nominations, along with the Vigilance Clearance Report (VCR) from the Vigilance Department, to the Welfare Section in physical form by 05.12.2025 positively. (Form Attached)
6. The final selection of awardees will be made by a Committee to be constituted by the Vice Chairman, DDA.

*Deepanker Gupta*  
(Deepanker Gupta)  
Director(P)-II

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6. PS to Pr. Commissioner (Land Disposal, LM & LLP), DDA
7. PS to Commissioner-cum-Secy, DDA
8. PS to CVO, DDA
9. All Commissioners, DDA
10. Chief Legal Advisor, DDA
11. All Chief Engineers, DDA
12. Chief Architect, DDA
13. Chief Accounts Officer, DDA
14. Financial Advisor, DDA
15. Director(System) for providing information on website
16. Notice Boards, Vikas Sadan/Vikas Minar.

*Deepanker Gupta*  
Director(P)-II



**FORMAT FOR SELECTION OF AWARDEES ON THE OCCASION OF DDA'S  
FOUNDATION DAY TO BE HELD ON 27<sup>TH</sup> DECEMBER 2025.**

1. Name of the officer/official:
2. Father's Name:
3. Designation:
4. U.I.D No.:
5. Mobile No.:
6. Date of Joining in DDA:
7. Place of Posting:
8. Date from which working on the present place of Posting:
9. VCR from Vigilance Department:
10. Remarks:

LATEST  
PHOTO

Signature of HoD

**Note:** Please attach Write up giving proper justification duly supported by notable contribution for the growth of the organization duly signed by the HoD.