



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
नीति एवं समन्वय (कार्मिक)
POLICY & COORDINATION (PERSONNEL)

No.: PERS/PACP/0003/2020/F5/-AD-P C(P) - 83

Date: 3-5-2021

CIRCULAR

Sub: **Preventive measures to be taken against COVID-19 at DDA Offices – reg.**

In a meeting held on 28.04.2021 under the chairmanship of Vice-Chairman, DDA, it was decided to adopt various preventive measures to tackle the menace of COVID-19 in DDA offices. It was decided to maintain a database of such employees who have fully recovered from COVID-19 and are fit to donate plasma, so that they can be approached for help in emergent situations, if required. Accordingly, all the HODs are requested to maintain a database of such employees and furnish the same on weekly basis to the COVID-19 Help Centre at email id kkjyoti69@gmail.com in the following format:-

S. No.	Name & designation of recovered employee	Place of Posting	Date of recovery	Mobile No.

This issues with the approval of the Competent Authority.

(D. Sarkar)

Commissioner (Personnel) (Officiating)

To,

All the HODs, DDA

Copy for information to:-

1. PS to VC, DDA
2. PS to Pr. Commissioner (Pers.)
3. PS to Commissioner (Pers.)