



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
नीति एवम् समन्वय (कार्मिक)
POLICY & COORDINATION (PERSONNEL)
सप्तम तल ,ब्लॉक-बी ,विकास सदन ,नई दिल्ली
7th Floor, Block-B, Vikas Sadan, New Delhi

No.: F4(28)2017/P&C(P)/Pt.III/150

Date: 04.07.2019

CIRCULAR

It has been observed that the matter required to be disposed of expeditiously is invariably delayed inordinately because of lack of explicit identification of competence level. This practice is not only affecting the transparency in functioning but is also bereft of office procedure.

Therefore, with a view to ensuring prompt disposal of official matters in an explicit manner, a template/model has been devised by the Personnel Department indicating the channels of submission and final disposal at an appropriate level (Copy enclosed).

Accordingly, all the HODs are requested to kindly furnish details/ types of work of their respective departments with channels of submission and final disposal at an appropriate level in accordance with the proposed template/model for issue of notification.

Encl.: As above

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(K.K. Sharma)
Director (P)-II

All the HoDs

(TEMPLATE/ MODEL)

PERSONNEL DEPARTMENT
CHANNELS OF SUBMISSION AND FINAL DISPOSAL

S.No.	Type of Cases	Channel of Submission	Final Disposal	
1.	Representation on promotion and seniority matters	Dealing Asstt. → AD → DD → DIRECTOR	COMMR. (P)	
2.	DPC Notes for promotion/ACP/ MACP	Dealing Asstt. → AD → DD	DIRECTOR	
3.	Posting and Transfer in various grades	Group-A	AD → DD → DIR → COMMR.(P) → PR.COMMR(P)/EM/FM	V.C.
		Group-B	Dealing Asstt. → AD → DD → DIR	COMMR(P)
		Group -C	Dealing Asstt. → AD → DD	Director
4.	Parliament Questions	AD → DD → DIR → Commr. → PC	VC	
5.	RTI	Dealing Asstt./APIO	AD/CPIO	
6.	Appeal in RTI	Dealing Asstt./APIO → AD/CPIO	DD/FAA	
7.	CPGRAM/PG Ref./ LG's Listening Post/ VIP & Ministry references	Dealing Asstt. → AD → DD	DIRECTOR	
8.	Preparation of comments, getting prepared reply / affidavit as filing of the same in respect of Court Cases	AD → DD	DIRECTOR	

	pending in Lower Court / District Court.			
9.	Submission of all reports and returns	Dealing Asstt. → AD	DD	
10.	Preparation of Pension papers and payment of retirement benefits *where signature of HOD are not necessary	Dealing Asstt. → AD → DD	DIRECTOR	
11.	Obtaining of various permissions/ sanctions i/c property transactions/ issuance of NOC	Group A and B	Dealing Asstt. → AD → DD → DIRECTOR	COMMR.(P)
		Group C	Dealing Asstt. → AD → DD	DIRECTOR
12.	Disciplinary/ Vigilance cases/ Acceptance of VRS	Dealing Asstt. → AD → DD → DIRECTOR	Appointing/ Disciplinary Authority	
13.	Obtaining vigilance clearance/ NOCs from various branches	Dealing Assistant	AD	
14.	Issuance of NOC for going abroad	Dealing Asstt. → AD → DD → DIRECTOR	COMMR (P)	
15.	Conducting of Limited Departmental Exam	Dealing Asstt. → AD → DD → DIRECTOR	COMMR (P)	

16.	Maintenance & Upkeep of APAR/ APR	Dealing Assistant	AD
17.	Communication of adverse remarks in APAR	Dealing Assistant → AD	DD
18.	Extension of Deputation	Dealing Asstt → AD → DD → DIRECTOR → COMMISSIONER	V.C.
19.	Cadre Review/ Restructuring of Deptt.	Dealing Asstt → AD → DD → DIRECTOR → COMMISSIONER → VC	MoHUA
20.	Attestation of Entries in Service Book	Dealing Asstt	AD
21.	Countersignature on Nomination/ Family Details	Dealing Asstt → AD	DD
22.	Monthly/ Quarterly reports	Dealing Asstt → AD	DD