

DELHI DEVELOPMENT AUTHORITY  
(WELFARE SECTION)

No. F.11(11)2016/Welfare/DDA/112

Dated: 09/07/2020

CIRCULAR

Sub: Operation of Web Based Monitoring Disposal & Redressal of Staff Request/  
Grievance System.

As you all are aware that a Web Based Monitoring Disposal & Redressal of Staff Request/Grievance System is in operation since January, 2019 in r/o Grant of ACP/MACP (for all employees), NOC for Foreign Tour (Including 10 days for VCR), NOC for Passport (Including 10 days for VCR), NOC for Higher Studies, NOC for Interview (Including 10 days for VCR), Acceptance of Resignation (Including 10 days for VCR), Intimation of Movable and Immovable Property, Promotion related matter, Release of Family Pension, Gratuity & Death Cases, Seniority Dispute, Suspension Period Regulation and Change of Address. The link of the System is available on www.dda.org.in (Employee's Corner).

However, on the below mentioned issues in the first instance the request is to be made in writing mandatorily.

- NOC for Passport.
- NOC for Higher Studies.
- NOC for interview.
- NOC for Foreign Tour.
- Acceptance of Resignation.
- Intimation of Movable & Immovable Properties.
- Change of Address.

During the Sr. Level Officers meeting, this Web Based Monitoring Disposal & Redressal of Staff Request/Grievance System was reviewed and it has been decided that the Employees/Staff may once again be requested to use this system extensively for redressal of their grievance in r/o above mentioned issues.

It is, therefore, once again emphasized that any employee, working/retired /dependent of deceased employee who has any grievance in r/o above stated issues may use this staff grievance redressal system.

This is issued with the approval of Competent Authority.

(BAL RAJ)

Deputy Director (IR&SW)

Copy for information to:-

1. O.S.D to V.C, DDA.
2. Dy. Director V.C Office, DDA.
3. P.S. to F.M., DDA.
4. P.S. to E.M., DDA.
5. Chief Vigilance Officer, DDA.
6. P.S. to Pr. Commissioner (Personnel, Hort. & Landscape), DDA.
7. P.S. to Pr. Commissioner (Housing, Sports, CWG), DDA.
8. P.S. to Pr. Commissioner (L.D, L.M, System, Coord., Land Pooling), DDA.
9. Chief Legal Advisor, DDA.
10. All Chief Engineers, DDA.
11. All Commissioners, DDA.
12. P.S. to Commr-Cum-Secretary, DDA.
13. Chief Accounts Officer, DDA.
14. Chief Architect, DDA.
15. Finance Advisor (Housing), DDA.
16. All Directors/Superintending Engineers, DDA.
17. Dy. Director (System) with the request to upload this circular on DDA's website (Employee's Corner).
18. All Dy. Director/Ex. Engineers, DDA through WO's/WI's.
19. Notice Boards, Vikas Sadan/Vikas Minar.

*[Signature]*  
Dy. Director (IR&SW) 09/07/2020