



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

No.: PERS/PACP/0003/2020/F5/-AD-P C(P) /76

Date: 16/04/2021

Sub: **Establishment of COVID-19 Help Centre : Furnishing of Information therefor – reg.**

Keeping in view the risk associated with the alarming surge of COVID-19 cases in Delhi and its adjoining areas, it has been decided to establish a COVID-19 Help Centre in Vikas Sadan Office Complex of DDA at Room No. 8, Ground Floor, Block-D. This COVID-19 Help Centre will be monitored by Dy. Director, P&C(P) and maintain every relevant data regarding COVID-19 such as number of active COVID-19 infected employees, number of employees in precautionary self-isolation, etc. and will also coordinate to provide help in situation of emergency requirements. The said Help Centre may be contacted telephonically at the Helpline Number 011-24661950 and PABX No. 1950 and through eMail at kkjyoti69@gmail.com.

In this regard, all the HODs are requested to furnish data related to COVID-19 in the following format to the COVID-19 Help Centre and thereafter, regularly intimate of any change in the same:-

S. No.	Name of the Department	No. of COVID-19 employees at present	No. of employees working from home

This issues with the prior approval of Competent Authority.

(I.M. Khan)  
Director (Pers.) – II

**All the HODs, DDA**

Copy for information to:

1. OSD to VC, DDA
2. PS to Pr. Commissioner (Pers.)
3. PS to Commissioner (Pers.)
4. Dy. Director, P&C(P), DDA