



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

No.: PERS/PACP/0003/2020/F5/-AD-P C(P)/ 99

Date: 16/06/2021

**CIRCULAR**

**Sub: Preventive measures to be taken by all employees of DDA for containment of COVID-19 – Attendance of DDA officials – reg.**

In accordance with the DoPT's OM No. 11013/9/2014-Estt.A-III dated 14.06.2021 regarding preventive measures to contain the spread of COVID-19, including regulating of attendance of Government officials, the following instructions/guidelines are issued for strict compliance of all the officers/officials of DDA:-

- a) All the officers at the level of Asstt. Director or equivalent and above shall attend office on all working days.
  - b) As regards employees of the level below Asstt. Director or equivalent, 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.
  - c) Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.
  - d) The officers/officials shall follow staggered timings to avoid over-crowding in offices, as per this office's Circular of even number dated 20.04.2021.
  - e) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
  - f) Those officers/ staff who are not attending office shall work from home and they should be available on telephone and other electronic means of communication at all times.
  - g) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
  - h) All officers/staff have to ensure strict compliance with COVID - appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times and any laxity in this regard shall be viewed very seriously.
  - i) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. The HoDs may also ensure non-crowding in corridors, canteens etc.
2. The above instructions/guidelines shall come into effect from 16.06.2021 and will remain in force until 30.06.2021 or further orders, whichever is earlier.
3. This issues with the approval of Competent Authority.

(I.M. Khan)  
Director (Pers.) – II

**All the HoDs, DDA**

{with request to convey the above instructions/guidelines to all the officers under their control}

Copy to:

1. Director (Systems), with request to upload this on DDA's website.