

**DELHI DEVELOPMENT AUTHORITY**  
**Policy & Coordination (Personnel)**  
**7<sup>th</sup> Floor, B Block, Vikas Sadan, New Delhi**

No. PERS/PACP/0007/2020/F1/POL-AD-P C(P)/192

Date: 17/11/2020

**CIRCULAR No. 94/2020**

**Subject: Delegation of powers reg.**

It is brought into the notice of all concerned of the Personnel Department that the Schedule of Delegations under DDA Conduct, Disciplinary & Appeal Regulations, 1999 as amended vide GSR 181 (E) dated 2nd March, 2015, specifies various matters and the competent authority concerned for Group-A, B, C and D employees. Further, the DDA Conduct, Disciplinary & Appeal Amendment Regulations, 2014 notified vide GSR 181(E) dated 2<sup>nd</sup> March, 2015 also contains *inter alia* 'Schedule of Disciplinary Authority-Schedule to Regulation 3(d) of DDA Conduct, Disciplinary & Appeal Regulations, 1999' which specifies Appointing Authority, Disciplinary and Appellate Authorities for various categories of employees.

It is hereby enjoined upon all concerned that miscellaneous issues/matters as listed below, which are not covered by the above schedules of Delegations, in respect of employees in substantive pay scale in Pay Band-1 & 2 with Grade Pay upto Rs.4200/- (upto Level 6 in pay matrix as per 7<sup>th</sup> CPC), shall be submitted to Director (P) concerned:


1. Change of name/surname.
2. Addition/deletion of names of spouse/children in service records.
3. Intimation regarding marriage/birth of children.
4. Inclusion/nomination of dependant family members.
5. Grant of permission for pursuing higher education.
6. Taking the higher qualification on service records.
7. Permission to appear in the examination for appointment in DDA or other departments/interview.
8. Acceptance of pension papers, leave encashment (in case of regular employees drawing salary from DDOs situated at Vikas Sadan). It should be ensured that the details provided in the pension papers by the employee match with the information/declarations already available on records.

The following cases shall be put up to the Director (P) concerned in respect of Group of posts shown against each:

1. NOC for VISA (tourism purpose)/going abroad (Group 'B', 'C' & 'D' employees).
2. Issue of offer letters to selected candidates and allied issues in respect of direct recruitment in all categories of posts.
3. Extension of time for three months from the date of issue of offer letter for joining the post in DDA on Direct Recruitment basis in all categories of posts.
4. Declaration of nominee in death cases in all categories of posts. It must be ensured by all concerned that DDA can declare the 'NOMINEE' only and not 'Legal Heir' on the basis of certified copy of the last Nomination left by the deceased employee. Further, in case of any dispute, the concerned claimant (s) should be advised to get the succession certificate from the court of competent jurisdiction. The orders of the court will attach a finality to the dispute. Further action is required to be taken accordingly.
5. Acceptance of Form 'B' i.e. payment of final accumulations in the GPF account of all employees (regular employees drawing salary from DDOs situated at Vikas Sadan).

These instructions should be followed scrupulously by all concerned.

This is issued with the approval of competent authority.

  
(Rajiv Gandhi) 17/11/20


**Commissioner (Personnel)**

To

1. Director (P)-I & II
2. All Dy. Directors of Personnel Department for circulation amongst ADs also.
3. Sr. A.O. (Pension)-I & II/Medical

Copy for kind information to:

1. PS to PC(P)
2. PS to Commissioner (P)
3. PS to CAO

  
**Director (P)-I**