



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

No.: PERS/PACP/0003/2020/F5/-AD-P C(P)/79

Date: 20.04.2021

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 MoHUA's OM No. O-15016/1/2020-Admn.I dated 19.04.2021 regarding preventive measures to contain the spread of COVID-19, including regulating of attendance of Government officials, the following instructions/guidelines are issued in continuation and partial modification of this office's Circular of even number dated 16.04.2021, for strict compliance of all the officers/officials of DDA.

- a) Physical attendance of the officers of the level of Asstt. Director or equivalent and below shall be restricted to 50% of the actual strength.
 - b) The Heads of Departments/Branch Heads may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly. However, this shall not be applicable to the officials working in the field, where social distancing may be ensured.
 - c) The officers/officials shall follow staggered timings, to avoid over-crowding in offices, as per this office's Circular No. F4(35)2011/P&C(P)/Pt.VII/69 dated 19.03.2020 (*copy enclosed*).
2. Persons with Disabilities and pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
 3. The above instructions/guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.
 4. This issues with the approval of Competent Authority.

Encl.: A/a

(I.M. Khan)
Director (Pers.) – II

All the HoDs, DDA

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

Copy to:

1. Director (Systems), for uploading this on DDA's website

21

DELHI DEVELOPMENT AUTHORITY
OFFICE OF COMMISSIONER(PERSONNEL)
E-1, VIKAS SADAN : INA: NEW DELHI

No:- F4(35)2011/P&C(P)/Pt.VII/69

Dated : 19.03.2020

CIRCULAR

In reference to DoPT O.M. No. 11013/9/2014-Estt (A-III) dated 19th March, 2020, staggering of the working hours of various departments of DDA with immediate effect are as follows:-

Offices located at Vikas Sadan		
S. No.	Department	Staggered Timing
1.	Personnel, Vigilance, Legal & Finance & Accounts	10.00 AM to 06.30 PM
2.	L.M., L.D., Housing & System	09.30 AM to 06.00 PM
3.	Offices under the control of Commissioner-Cum-Secretary & other departments.	09.00 AM to 05.30PM
Offices located at Vikas Minar		
S. No.	Department	Staggered Timing
1.	Planning & Architect	10.0 0AM to 06.30 PM
2.	L.S. & Horticulture	09.00 AM to 05.30 PM
3.	Engineering Offices	09.30 AM to 06.00

There will be no change in the functioning of Zonal, Circle and Divisional Offices of DDA located outside Vikas Sadan and Vikas Minar.

This issues with the approval of Competent Authority.


[Anil Sharma]
Director (Personnel-I)

Copy to:-

1. All HoDs.
2. Notice Boards/Guard File.