दिल्ली विकास प्राधिकरण
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Computer No. 7044

No.:   PERS/PACP/0006/2020/F1/POL-AD-P C(P)-Part(2)/50   Date: 16/04/25

Sub: **Official dealings between the Administration and Members of Parliament and State Legislatures – Protocol for observance of proper procedure**

This has a reference to the Office Memorandum issued by the then Vice-Chairman, DDA vide No. F4(4)2016/P&C(P)/Pt.I/190 dated 09.05.2017, on the subject cited above. It lays down guidelines regarding observing proper procedure during various kinds of official dealings between DDA Administration and MPs/MLAs. A copy of this OM is enclosed herewith for reference of all.
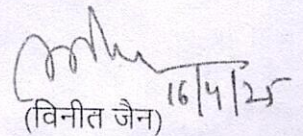
2.   The DoPT, vide its OM No. 11013/14/2022-Estt.A-III dated 13.09.2022, has also issued consolidated guidelines on official dealings between the Administration and MPs/MLAs. This OM is not being enclosed herewith for the sake of brevity, and if needed, may be accessed at the DoPT website at the following URL:

https://documents.doptcirculars.nic.in/D2/D02est/Official_dealing _consolidation13092022Oq9DZ.pdf

3.   In spite of the fact that the guidelines with regard to observance of proper procedure while officials dealing with Members of Parliament and State Legislatures are quite clear, lapses have been observed on the part of officials with regard to the language, clarity in information and level of official replying to the communications of Members of Parliament and State Legislatures. A need has therefore been felt to reiterate the above guidelines and sensitising the newly recruited employees of DDA to the proper procedure to deal with various kinds of MPs/MLAs references. Accordingly, all the HODs are requested to ensure that these guidelines and principles are followed by all the employees, both in letter and spirit.

This issues with the approval of Vice-Chairman, DDA.

Encl.: OM dated 09.05.2017

(विनीत जैन) 16/4/25
आयुक्त (कार्मिक)

All the HODs, DDA

Copy for information to:-

1. OSD to VC, DDA
2. PS to FM/EM/CVO, DDA
3. PS to All the Pr. Commissioners

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