

DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH - III
B-316, B-Block, 3rd Floor,
INA Vikas Sadan, New Delhi - 110023



दिल्ली विकास प्राधिकरण
कार्मिक शाखा - 3
बी- 316, बी- ब्लॉक, तृतीय तल
आई.एन.ए. विकास सदन, नई दिल्ली - 110023

F7(318)2021/Misc-matter/PB-III/JSA/3105

Date: 9/7/2026

CIRCULAR NO.: 51-2026

The department is in the process of updating service books of newly joined officials. To accelerate this process, all the newly-recruited Junior Secretariat Assistant (JSAs) under DR-2023 and DR-2025 are directed to submit the self-attested copies of the following documents downloaded from DigiLocker to Personnel Branch-III:

- Class X/Matriculation Mark Sheet & Passing Certificate
- Class XII Mark Sheet & Passing Certificate
- Graduation Marksheet & Degree Certificate
- SC/ST Certificate (if applicable)
- OBC Certificate (if applicable)
- EWS Certificate (if applicable)

2. The officials who have already submitted the said documents need not re-submit the same.

3. The DigiLocker copies of the aforementioned documents, or intimation regarding their non-availability, are to be submitted to Personnel Branch-III for initiating the process of service books.

This is issued with the approval of the Competent Authority.

4/7/26

Dy. Director (PB)-III

Copy to:

1. All HODs with the request to bring this Circular in the knowledge of the subordinate staff.
2. PA to Dir. (P)-I/(P)-II for information.
3. DD (Systems) with the request to upload this Circular on the official website of DDA.
4. Notice Board.

4/7/26
AD
S. D. B. Singh, Engineer

4/7/26
Asst. Director (PB)-III