

DELHI DEVELOPMENT AUTHORITY
(WELFARE SECTION)

निदेशक (व्यवस्था) दि.वि. २०२३
डायरी नं. ६१८२
दिनांक १८/११/२०२३

No. F11(28)/2023/Welfare/Pt./ ५९२

Dated: १८/११/२०२३

C I R C U L A R

It has been decided by the Competent Authority that 1st WORK SHOP for the year 2026 for retiring Officers/ Officials will be held as per schedule given below to ensure the terminal benefits is finalized to the retirees on the last day of their retirement.

DAY	2 nd Monday of January, 2026, i.e. 12.01.2026	To be attended by
VENUE	C-1, 310 & 321, C-Block 3 rd Floor, Vikas Sadan.	The staff retiring upto 30.06.2026
TIME	11:00 AM onwards.	
PARTICIPANTS	1. Retiring Officers/Officials 2. Welfare Officer/Welfare Inspectors.	

The retiring Officers/Officials shall bring the following documents:-

1. Four joint photographs (If employee is married).
2. Two single photographs of retiree.
3. Self attested photo copy of Aadhar Card for residence proof.
4. Attested photo copy of birth proof of spouse & children below 25 years of age or unmarried.
5. Attested photo copy of bank passbook through which pension is drawn by retiree.
6. Four photos attested copy of the retirement order/notification.
7. Retiree to bring 1 cancelled cheque of Bank for payment of pension etc.
8. Copy of AADHAR Card and PAN Card of spouse.
9. Since the medical card issued to the employees are not valid after retirement. All the retiring employees are required to fill Form-B (application for Medical Card for pensioners) to be provided by Medical Cell.
10. During this workshop a blank pension form will be given to retiring Officials/Officers about pre-retirement actions/benefits. The retirement papers will also be got filled up there and then necessary help will also be rendered by the Officials/officers of Welfare Branch.
11. All DDOs may please ensure that photocopy of Service Book is handed over to the retirees who will participate in the Work Shop by 12.01.2026 positively. Strict compliance of this Circular may please be ensured.
12. All W.I/W.I's (Consultant) to bring this circular to the notice of the employees retiring in their respective Zones with the request to attend the Work Shop as mentioned above.

Dy. Director (IR & SW)

Copy of information and necessary action to:-

1. PS to FM/EM; for kind information.
2. All HODs; With the request to kindly permit the concerned officers/officials under them to attend the workshop.
3. Chief Engineer (HQ), DDA
4. P.S to Pr. Commissioner (Pers.)/LD/Housing, DDA; for kind information.
5. P. S to Commissioner (Pers.), DDA
6. P.S to Chief Account Officer, DDA
7. P.S to Director (P)-II, DDA
8. Ex. Engineer (SMD)-IV & Ex. Engineer (ELD)-1 for information and necessary arrangement.
9. Dy. Director (System) for uploading the Circular on DDA's website.
10. All W.I/W.I's (Consultant) and Concerned DDOs with the request to bring to the notice of all concerned future retirees.

Dy. Director (IR & SW)

