

**DELHI DEVELOPMENT AUTHORITY
(WELFARE SECTION)**

No. F11(18)16/Welfare/Misc. File/Pt.I/167

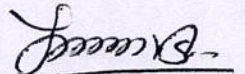
Dated: 30/09/2021

CIRCULAR

The Higher Authorities have noticed the discrepancies in the pension papers being submitted to them by various DDO's/Personnel Branch for acceptance of pension paper particularly the family/nominee details. Sometimes mismatch of date of birth of employee or family members is also seen in pension papers. To avoid any complication at a later stage it has been decided that the retirement/VRS/Death notification may be issued as per the service records in bilingual having Name of the retirees, Father's name, date of birth of employee and family members, date of appointment, UID No., Place of posting & Contract No. (If any).

All the concerned DDO's and Dy. Director (Personnel Branch) are requested to kindly ensure that the above mentioned details may be mentioned in the retirement/VRS/Death notification to avoid unnecessary delay and complication in finalization of these cases.

The issued with the approval of Competent Authority.


(BAL RAJ)

Dy. Director (IR & SW)

To:-

1. All DDO's
2. Dy. Director (PB)-I, II, III, IV

Copy to:-

1. P.S. to Commissioner (Personnel), DDA for information letter please
2. P.S. to Director (P)-I & II for information of letter please.

/
Dy. Director (IR & SW)