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दिल्ली विकास प्राधिकरण  
DELHI DEVELOPMENT AUTHORITY  
नीति एवम् समन्वय (कार्मिक)  
POLICY & COORDINATION (PERSONNEL)  
सप्तम तल, ब्लॉक-बी, विकास सदन, नई दिल्ली  
7<sup>th</sup> Floor, Block-B, Vikas Sadan, New Delhi

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CIRCULAR


Sub: Revised Targets of Personnel Department for the Year 2019-20

Ref: No. PS/OSD to VC/DDA/2019/58-N dated 13.03.2019

The following are the revised targets of Personnel Department for the year 2019-20.

| S.No. | Nature of Work | Targets |  |
|-------|----------------|---------|--|
| A.    | Routine Work   | 1.      | To hold DPC meetings for Calendar Year 2019 strictly in accordance with the model calendar for conducting DPCs prescribed by DoPT. |
|       |                | 2.      | Updation of the Roster Registers incorporating posts under EWS quota before 30.06.2019.  |
|       |                | 3.      | Direct Recruitment of 190 vacancies of all categories to be completed by 31.07.2019.   |
|       |                | 4.      | Filing of IPRs by the employees on 31.01.2019:- Notices to be issued by 15.06.2019 to the defaulting employees.                    |
|       |                | 5.      | Rotation of staff working on sensitive seats on completion of 3 years.   |
|       |                | 6.      | Granting the MACP and NFSG benefits within three months from due date.   |
|       |                | 7.      | Training of new recruits within three months from the date of appointment of last person in the batch.                             |
|       |                | 8.      | Disbursal of benefits under SBF before 30.06.2019.   |

| S.No. | Nature of Work  | Targets |  |
|-------|-----------------|---------|--|
|       |                 | 9.      | APARs of year 2018-19 to be finalised by 31.07.2019.   |
|       |                 | 10.     | Monitoring and time-bound redressal of grievances, online as well as offline, by 15 <sup>th</sup> of every month.  |
| B.    | New Initiatives | 1.      | Training Policy of DDA to be finalised by 15.06.2019 and to be implemented accordingly. HRD Institute to be made functional for conducting residential courses. A retired official to be posted as Principal, HRD Institute and supporting staff to be provided. |
|       |                 | 2.      | Restructuring of DDA as per NPC's recommendations. Preparation of Organizational Chart in line with proposed restructuring.  |
|       |                 | 3.      | Filling up of 102 vacancies on compassionate grounds to be completed by 31.07.2019.  |
|       |                 | 4.      | Review of RRs and career progression especially of Engineering, Planning, Architecture, HR and Sports wings in line with restructuring of DDA.   |
|       |                 | 5.      | Next recruitment for the year 2020 to be initiated.  |

  
 (K.K. Sharma)  
 Director (P)-II

**All the Dy. Directors (Personnel)**

Copy to the:

1. OSD to VC, DDA
2. PS to Commissioner (P)