

दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
नीति एवं समन्वय (कार्मिक)
POLICY & COORDINATION (PERSONNEL)

No. F.4 (35)2011/P&C (P)/Pt.VII/ 91

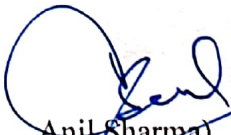
Date: 17.05.2020

CIRCULAR

Sub: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance regarding.

Having regard to the Government of India's guidelines issued on 18.05.2020 on the subject cited above, the competent authority has been pleased to issue following instructions for strict compliance.

1. Staggering of the working hours of various department of DDA circulated vide circular of even number dated 19.03.2020 may be followed strictly.
2. The officers at the level of Dy. Director (in level 11 as per 7th CPC pay matrix) using vehicles provided by DDA or drawing FTA shall attend office.
3. All HoDs shall prepare the roster so as to ensure that the remaining 50 percent of officers and staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communication at all times.
4. The HoDs shall accordingly draw a date-wise roster of officers/officials to attend the office.
5. If the official whose name is appearing in the roster is not able to attend office then suitable leave has to be got sanctioned by the official from the competent authority.
6. These instructions shall be in force with immediate effect and until further orders.


Anil Sharma
Director (Personnel)-I

All HoDs/Branch Officers
Notice Boards
DDA website