

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

No. F.4 (35)2011/P&C(P)/Pt.VII/ 96

Date: 27/05.2020


CIRCULAR

Sub: **Guidelines for employees attending the office as per roster during lockdown period.**

In continuation to this office circular of even number dated 20.04.2020, 19.05.2020 and having regard to the guidelines issued on 08.05.2020 by the Government of India, Ministry of Labour and Employment, Directorate General of Employment on the subject cited above, the competent authority has been pleased to issue following instructions for strict compliance.

1. The Officers/officials who have not attended the office even for a single day of lockdown period are requested to submit leave for the period w.e.f 20.04.2020 till he/she resumes duty.
2. If any officers/officials who have not attended the office on specific allotted days as per roster, he/she has to submit leave application from the day he/ she attended the office last, till he/she resumes duty.

This issues with the approval of Competent Authority.

  
( Anil Sharma )  
Director (Personnel)-I

All HoDs/Branch Officers  
Notice Boards  
DDA website