

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

No.: F5(3)2019/P&C(P)/Pt./133

Date: 12/06/19

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 th of every month.
B.	New Initiatives	1. Implementation of Training Policy for DDA's staff to be finalised by 15.06.2019. HRD Institute to be made functional with conduct of residential courses. 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) 12/6/19
 Director (P)-II

All Dy. Directors (Personnel)

Copy to:

1. OSD to VC, DDA, for kind information
2. PS to Commissioner (P), for kind information of the latter