



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

No.: PERS/PACP/0003/2020/F5/-AD-P C(P)/75 Date: 16.04.2021

CIRCULAR

Sub: Preventive measures to be taken by all employees of DDA for containment of COVID-19-reg.

In view of rapid spread of COVID-19 cases in Delhi and adjoining areas, all employees of the DDA must ensure strict compliance of following instructions:

(I) General instructions for all employees

- a) The employees shall wear face cover/mask at all times inside the office premises and ensure COVID appropriate behaviour viz. frequent washing of hands with soap and water, use of sanitisers and maintaining physical distance.
- b) Crowding/gathering and loitering inside office premises/corridors/canteens/parking etc. should be avoided at all times.
- c) All the officers and staff above 45 years of age may get themselves vaccinated so as to effectively contain the spread of COVID-19.

(II) Instructions for Head of Departments/Divisions

- a) Seating arrangement in office premises should be made in such a way that adequate social distancing is maintained.
- b) Meetings, as far as possible, should be conducted on video conferencing.
- c) Entry of visitors in DDA office complexes will remain suspended till further orders.
- d) Such employees below the rank of Dy. Director or equivalent, who are above 45 years of age and have underlying co-morbidities may be allowed to work from home with the approval of concerned Dy. Director/Ex. Engineer/equivalent, subject to submission of documentary proof.

- e) The following categories of employees shall work from home in certain inevitable situations, subject to the approval of concerned Divisional Head, as mentioned below:-
 - i. The asymptomatic employees i.e., those having no symptom of COVID-19 but are tested COVID-19 positive.
 - ii. Those residing in a containment zone till the containment zone is denotified.
 - iii. Any of whose family members staying with him/her gets infected with COVID-19.
- f) In case of officers of the rank of Dy. Director or equivalent and above, permission to work from home will be granted by the respective HOD.
- g) In respect of officials of the rank of ASO/SSA or equivalent, who are required to work from home, VPN access for eOffice shall be provided by the Systems Department on case to case basis, provided that such request for VPN access is duly approved by the concerned Director or Circle Head.
- h) The Systems Department shall provide VPN access for eOffice to all the officers of the rank of Asstt. Director or equivalent and above.
- i) All the concerned officers in charge of maintenance of their respective office complexes shall ensure proper sanitisation of the office premises on daily basis.
- j) Sanitisers shall be made available to the officers/staff by the concerned Nazarat/Stationery Branches.
- k) The Security Staff deployed at entry points shall ensure that every person entering the office premises has normal body temperature and properly covered his/her face with the face mask.

(III) COVID-19 Testing Camp

It has been decided to organise an RT-PCR testing camp for all employees of DDA. The schedule of such testing camp will be notified separately by the Welfare Section of the Personnel Department.

(IV) Establishment of COVID-19 Help Centre

- a) For effective management of COVID-19 related data, it has been decided to establish a COVID-19 Help Centre at Room No. 8, Ground Floor, Block-D, Vikas Sadan, INA. This COVID-19 Help Centre shall maintain every relevant data regarding COVID-19 such as number of active COVID-19 infected employees, number of employees in precautionary self-isolation, etc. and shall also coordinate to provide help in situation of emergency requirements.

The COVID-19 Help Centre may be contacted at the Helpline Number 011-24661950 and PABX No. 1950.

- b) All HoDs shall convey the report in respect of COVID-19 positive employee(s) under their control to the COVID-19 Help Centre immediately, as and when such case is reported. The Help Centre shall collect the information on day-to-day basis.

This issues with the approval of Competent Authority.



(I.M. Khan)
Director (Pers.) – II

All the HODs, DDA

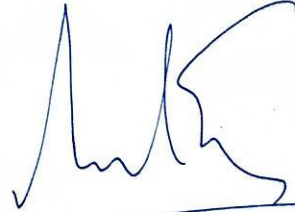
(with the request to bring the above to the notice of all the officers/officials under their control)

Copy for information and necessary action to:-

1. Director (Systems), DDA
2. Director (Nazarat), DDA
3. Chief Security Officer, DDA

Copy for information to:-

1. OSD to VC, DDA
2. PS to Pr. Commissioner (Pers.)
3. PS to Commissioner (Pers.)



(I.M. Khan)
Director (Pers.) - II