**DELHI DEVELOPMENT AUTHORITY**

**(WELFARE SECTION)**

**No.F11(36)2016/Welfare/DDA/pt./218** **Dated:07/07/2017**

**C I R C U L A R**

**Sub: Tentative Consolidated list of Retirees for the calendar year 2018 (31.01.2018 to 31.12.2018).**

 On the basis of Bio-data of retirees provided by the Personnel Wings of DDA and Director (Work Charge), [softcopy in excel worksheet CD and hardcopy] month-wise list along with details of Posting, Father’s Name, Designation, Date of Birth and Date of Retirement w.e.f. 31.01.2018 to 31.12.2018 for the calendar year 2018 are (enclosed herewith). In this connection, DDOs in respect of officers/officials retiring during the period are requested to get the following issues completed:-

1. Re-verify identity of retirees with reference to UID No./Biometric attendance sheet in respect of future retirees.
2. Verification may also be carried out with reference to date of birth indicated in Service Book specially DOB & DOR.
3. As per schedule for activity wise time frame for processing of retirement cases, approved by **Hon’ble Vice Chairman/DDA and circulated vide letter No.F11(08)2012/Welfare/Pt./496 dated 05.12.2016** under the joint signatures of **Commr. (Pers.) & C.A.O.** respectively, immediate action relating to pension papers acceptance, service verification and other necessary actions may be ensured on Top Priority (both by DDO & by retiring officers/officials) at least 6 months before retirement so that the retirement dues are paid at the time of retirement.
4. All future retirees as per the list annexed may be instructed to attend the work shop on their respective months (six month in advance i.e. on every 2nd Monday of the month/next working day, if holiday, in Conference Hall, Vikas Sadan, organized by Welfare Section).
5. All future retirees may also be directed to submit duly attested photocopy of Aadhar Card for digital life certificate in compliance of PMO/DOPT instructions.
6. Future retirees must be informed about photographs, family details etc, to be provided by them for pension papers.
7. Proper retirement notification is to be issued immediately by Personnel Wing as well as Director (work charge) (Respective Competent Authority- Dy. Director Hort/E.E).

 **Contd. Page-2**

**-::2::-**

1. Any discrepancy noticed in the above list may immediately be brought to the notice of Personnel wing in case of regular employee & to Director (W/C) (Respective Competent Authority) concerned for making necessary corrections with a copy to the Welfare Department of DDA.
2. Pay fixation of the retirees should be verified by DDOs **8 months** in advance.
3. If name of any person who is going to retire during the calendar year (2018) is found missing in the list, the same should be brought to the notice of Dy. Director (Welfare) immediately.

Note:-1 DDOs/Personnel Department will immediately intimate Dy. Director (Welfare) regarding any addition/deletion/amendment in the enclosed list with proper note with reference to addition/deletion/amendment as intimated by retiree.

1. The above retirement list and revised time frame schedule already circulated on **05.12.2016** can be seen in official website of Delhi Development Authority in **dda.org.in**

-sd/-

 (Kusum Suri)

 Dy. Director(IR&SW)

Copy for information:-

1. OSD to Vice Chairman/DDA for the information of the latter.
2. PS to FM/DDA for information of the latter.
3. PS to EM/DDA for information of the latter.
4. PS to CVO for information of the latter.
5. PS to CLA for information of the latter.
6. PS to Pr. Commr. (P) for information of the latter.
7. PS to Commr. (P) for information of the latter.
8. Chief Engineer (HQ) with spare 20 copies of circular for further circulation to all Engineer Zones with soft copy of list.
9. Director (System) for uploading on DDA Website with soft copy of list.
10. Director (W/C), DDA with soft copy of list and circular dated 05.12.2016.
11. Director (Medical/Pension) with soft copy of list.
12. Dy. Director (PB)-I,II,III and IV with soft copy of list and circular dated 05.12.2016.
13. Dy. CAO (Pension) with soft copy of list.
14. A.O. Gazetted/A.O. Non Gazetted & A.O. (H) with soft copy of list.
15. P.A.O. (Engg.) /A.O. (PE) with soft copy of list. [WOs/WIs]
16. All A.O. (CAUs) with soft copy of list.
17. Notice Board Vikas Sadan/ Vikas Minar with hard copy of list.

 -sd/-

 (S. S. Mohan)

 APO/IR&SW