

DELHI DEVELOPMENT AUTHORITY  
(WELFARE SECTION)

No. F11(28)/2023/Welfare/Pt. 196

Dated: 18/04/2023

**CIRCULAR**

It has been decided by the Competent Authority that 1<sup>st</sup> WORK SHOP for the year 2023 for retiring Officers/ Officials will be held as per schedule given below to ensure the terminal benefits is finalized to the retirees on the last day of their retirement:-

DAY	4 <sup>th</sup> Monday of April, i.e. 24.04.2023
VENUE	Conference Hall, Vikas Sadan
TIME	11:AM
PARTICIPANTS	1. Retiring Officers/Officials 2. Welfare Inspectors.

The retiring Officers/Officials shall bring the following documents:-

1. Four joint photographs (If employee is married).
2. Two single photographs of retiree.
3. Attested photo copy of residence proof.
4. Attested photo copy of birth proof of spouse & children below 25 years of age or unmarried.
5. Attested photo copy of bank passbook through which pension is drawn by retiree.
6. Four photos attested copy of the retirement order/notification.
7. Retiree to bring 1 cancelled cheque for payment of pension etc.
8. Copy of Aadhar Card and PAN Card.
9. Since the medical card issued to the employees are not valid after retirement. All the retiring employees are required to fill Form-B (application for Medical Card for pensioners) to be provided by Medical Cell.
10. The Work Shop of staff retiring upto 30.10.2023 will be held on 24<sup>th</sup> April at 11:00 A.M. to onwards. During this workshop a blank pension form will be given to retiring Officials/Officers about pre-retirement actions/benefits. The retirement papers will also be got filled up there and then. Necessary help will also be rendered by the Officials/officers of Welfare Branch.
11. All DDOs may ensure that photocopy of Service Book is handed over to the retirees who will participate in the Work Shop by 23<sup>rd</sup> April, 2023 positively. Strict compliance of this Circular has to be ensured and any lapse in this will require explanation of concerned Officer.
12. All W.I/W.I's (Consultant) to bring this circular to the notice of the employees retiring in their respective zone with the request to attend the Work Shop as mentioned above.

( Surinder Kumar )  
Dy. Director (IR & SW)

Copy of information and necessary action to:-

1. All HODs
2. Chief Engineer (HQ), DDA
3. P.S to Pr. Commissioner (Pers.), DDA
4. P. S to Commissioner (Pers.), DDA
5. P.S to Chief Account Officer, DDA
6. P.S to Director (P)-II, DDA
7. Ex. Engineer (SMD)-IV & Ex. Engineer (ELD)-1 for information and necessary arrangement.
8. Dy. Director (System) for uploading the Circular on DDA's website.
9. All W.I/W.I's (Consultant) and Concerned DDOs with the request to bring to the notice of all concerned future retirees.

  
18/4/23  
Dy. Director (IR & SW)