

DELHI DEVELOPMENT AUTHORITY
(SYSTEMS DEPARTMENT)

No. : Dir (Systems)/1267

Dated: 13-12-2022

CIRCULAR

Subject: Management and issuance of User Accounts, User IDs and Passwords for DDA Application(s)

Hon'ble VC, DDA has approved the Standard Operating Procedure (SOP) for Management and issuance of User Accounts, User IDs and Passwords for DDA Application(s). The approved SOP is as follows:-

1. For the creation of any new User ID and Password for any application of DDA viz. DDA Website, Housing application, Land Application, or any other application, User Department will make a written request to Systems department for the creation of a new User Account(User ID and Password) along with the reason for the User ID and Password.
2. System Department will create and intimate the concerned officer/official the User Account/User ID in sealed cover or through the Email ID/ Mobile Number of the concerned officer/official.
3. The Following procedure will be followed for uploading the content/data/information on the respective webpage/portal of the department on the new website of DDA:
 - a. All the HODs will nominate at least one officer of their department as Nodal Officer not below the level of Assistant Director.
 - b. Nodal Officer will receive material to be uploaded on DDA Website and take approval from the competent authority if required before uploading.
 - c. The content/information/data for uploading/deletion/modification either through Systems Department or by the Nodal Officer of the department will be the responsibility of the respective department HOD/Nodal Officer.
 - d. Respective department HODs will decide for any Content removal from DDA Website time to time.
 - e. Respective department HODs will ensure that bilingual contents are uploaded on the website.

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4. Respective departments will be the custodian for all contents/information/data in all applications of DDA.

This issues with the approval of Hon'ble VC, DDA.

V S Tomar
13/12/2022
(V S Tomar)
Director (S)

Copy to:-

1. OSD to VC, DDA
2. PS to FM, DDA
3. PS to EM, DDA
4. Pr. Commr (Personnel and Horticulture)
5. Commr-cum-Secy.
6. Commissioner (Housing)
7. Commissioner (LM)
8. Commissioner (LD)
9. Commissioner (Personnel)
10. Commissioner (Systems)
11. Commissioner (Planning) I
12. Commissioner (Planning) II
13. Commissioner (Sports)
14. Chief Engineer (South Zone)
15. Chief Engineer (Dwarka)
16. Chief Engineer (North Zone)
17. Chief Engineer (East Zone)
18. Chief Engineer (Rohini)
19. Chief Engineer (CWG)
20. Chief Engineer (Quality Control)
21. Chief Engineer (HQ)
22. Chief Engineer (Electrical)
23. Chief Vigilance Officer
24. Chief Legal Advisor
25. Chief Accounts Officer
26. Chief Architect
27. Additional Commissioner (Landscape)
28. Office Copy