

DELHI DEVELOPMENT AUTHORITY
OFFICE OF R & D (SYSTEMS)/E-OFFICE,
D-BLOCK, VIKAS SADAN, INA
NEW DELHI-110023

No. F1(Misc)/19/R&D (System)/DDA/ 65

Dated : 01/10/2021

CIRCULAR

निदेशक (प्रणाली) दि.वि.प्रा.

क्यासी नं. २२/२

दिनांक... ०१/१०/२१

Subject : Regarding Tempering Of Dak/Letters Sent Through "Speed Post" By R&D

Various types of Dak/letters of important nature with "Window Envelope" are being sent to R&D(System)/e-office by various offices of DDA located at Vikas Sadan for sending them through "Speed Post".

While returning any of the above Dak/letter as "Undelivered" with one reason or other, some time the concerned Office complaints that their original Dak/letters has been replaced with its photocopy and hence they refuse to receive the same.

To avoid any controversy, all HoDs are requested that for Speed Post any type of Dak/letters with "Window Envelope" may not be sent for dispatch to R&D (System) instead it should be in sealed envelope.

This issue with the approval of the Competent Authority.



Director (Nazarat), DDA

All the HoDs -(with the request to convey the above instructions /guidelines to all the offices under their control).

Copy to:-

1. Commissioner (Housing, Personnel, LM & LD), DDA.
2. Commissioner-cum-Secy, DDA.
3. ✓ Director (System) - for uploading this on DDA's website.

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Director (Nazarat), DDA

Sh. Joshi DDA