



DELHI DEVELOPMENT AUTHORITY
PERSONNEL DEPARTMENT
PERSONNEL MANAGEMENT INFORMATION SYSTEM CELL
VIKAS SADAN, NEW DELHI-110023

File No.: F11(MISC)/CORR./18/PMIS/Pt-1/ 64

Dated: 20-01-2026

CIRCULAR NO.-09/2026

Subject: Incorporation of Designation based Email IDs in Contact Directory of DDA – reg.

This is with reference to the subject cited above. All branches of the Delhi Development Authority (DDA) are hereby requested to furnish the details of their respective designation-based official email IDs for incorporation into the DDA Contact Directory. These designation-based email IDs shall be used for all official correspondence to ensure continuity of institutional memory and to prevent loss of historical records due to transfer or change of officers.

In cases where a designation-based email ID has not yet been created, the concerned branch is requested to coordinate with the Systems Department for creation of the same. Upon creation, the details of the designation-based email ID may be forwarded to the PMIS Cell at the earliest for updation on DDA website.

This issues with the approval of the Competent Authority.

(Vineet Jain)

Commissioner (Personnel)

All the HODs, DDA

Copy for information to:

1. OSD to Vice Chairman, DDA
2. PS to F.M./E.M./CVO/Pr. Commissioners
3. PS to Commissioner (Pers.)
4. Director (P)-I, II, Director(Systems), Vig.-I & II
5. DD (Systems) with request to upload this circular on DDA's website under the Employee Corner Section