



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

File No.: F11(MISC)/CORR./18/PMIS/Pt-1/ 59

Dated: 05-01-2026

CIRCULAR NO. 2 / 2026

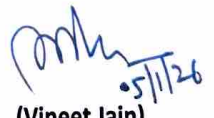
Subject: Updation of Telephone Directory of DDA – reg.

Reference is invited to this office Circular No. F11(Misc.)/Corr./18/PMIS/Pt-1/23 dated 04.06.2025 regarding updation of the Telephone Directory of DDA. It has been observed that **up-to-date details of officers/officials/branches are not being furnished to the PMIS Cell regularly**, due to which the information reflected in the official Telephone Directory of DDA available in the public domain **remains outdated**, resulting in grievances being raised by the public at large.

In order to ensure accuracy and updation of the directory, **all concerned branches of DDA are once again requested to verify the existing details** available on the DDA website (<https://dda.gov.in/contact-us>) and forward the updated information to the PMIS Cell via email at adpmis@dda.org.in within **15 days**, so that necessary amendments may be carried out.

To ensure regular and timely updation in future, all Heads of Departments (HoDs) are requested to **nominate a nodal officer** who shall periodically (preferably on a monthly basis) review and forward the updated department-wise requisite details to the PMIS Cell for incorporation in the Telephone Directory of DDA.

This issues with the approval of the competent authority.


05/1/26

(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