



**DELHI DEVELOPMENT AUTHORITY
WELFARE SECTION**

No. PERS/WB/0001/2023/F1/WELFARE SECTION/249

Dated: 12.12.24

CIRCULAR

It has been decided to honour and recognize the valuable contribution of employees upto the level Dy. Director and equivalent (Level-11), during the proposed celebration of Foundation Day which is likely to be celebrated on 27th December, 2024, whose dedication, competence and relentless performance has had a significant impact on DDA's working


2. For sending recommendation/nominations of the officials/officers, all HoDs are requested to constitute a Committee of officers of the level of Director and above under his/her chairmanship to decide: -

i. Category of award in his Department.

ii. Parameters for making recommendations in respect of the employee(s) being nominated for the award.

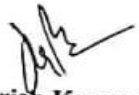
3. While recommending the names of the officers/officials, the Committee under the concerned HoD will give proper justification duly supported by notable contributions for the growth of the organization. It should be ensured that no person undergoing any minor/major penalty/departamental proceedings is recommended.

4. These Awards will be presented to the awardees during the function on Foundation Day. All the HoDs are requested to send recommendations/nominations of the officers/officials for the Award by 17.12.2024 positively. Final selection of the awardees shall be done by a Committee to be constituted by VC, DDA.

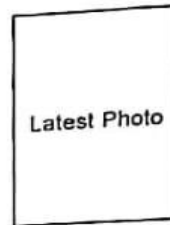

(Harish Kumar)
Director (P)-1

Copy for information to:

1. Pr. Secy. To Hon'ble LG, Delhi
2. OSD to VC, DDA for kind information
3. PS to FM, DDA for kind information of FM, DDA
4. PS to EM, DDA for kind information of EM, DDA
5. PS to Pr. Commissioner (Pers., Hort. & Landscape)
6. PS to Pr. Commr (LD, LM & LLP), DDA
7. PS to Pr. Commissioner, (Housing, PMAY, Sports, CWG & System), DDA
8. PS to Commissioner-cum-Secy, DDA
9. PS to Chief Vigilance officer, DDA
10. All Commissioner, DDA
11. Chief Legal Advisor, DDA
12. All Chief Engineers, DDA
13. Chief Architect, DDA Vikas Minar
14. Chief Accounts Officer, DDA
15. Financial Advisor (Housing), DDA
16. All Directors/Director (System) for providing information on website.
17. All SEs DDA
18. All Dy. Directors/Executive Engineers, DDA
19. Notice Boards, Vikas Sadan/Vikas Minar.


(Harish Kumar)
Director (P)-I

**FORMAT FOR SELECTION OF AWARDEES ON THE OCCASION OFDDA'S
FOUNDATION TO BE HELD ON 27TH DECEMBER, 2024.**



Ser. No.	Name of the Officer/Official	Designation	Place of Posting	Date from which working on the present place of posting	Remarks

Signature of HoD

Note: Please attach Write Up giving proper justification duly supported by notable contributions for the growth of the organization duly signed by the HoD.