



DELHI DEVELOPMENT AUTHORITY

O/o Director (Systems)
[SYSTEMS DEPARTMENT, VIKAS SADAN,
NEW DELHI-110023]

File No: SYS/F10/0007/2023/misc/-O/o DD(SYSTEMS III)/2216

Computer No: 68106


Dated: 24-08-2023

Subject: Format for request cum undertaking for surrendering "dda.gov.in" mail ID on retirement/resignation/repatriation/separation etc.-Reg.

Annexed with this letter is a duly approved format on the subject matter by the competent authority.

DDA's officer/officials leaving the organization may submit the filled up Performa to obtain NOC from Systems Department.

This issues with the approval of PC (Systems).


24/08/23
(V. S. Tomar)
Director (Systems)

To All HoDs in DDA (List Attached)

Copy to:

1. OSD to Hon'ble VC/DDA
2. PS to PC(Systems)
3. PS to Commissioner(Systems)
4. Guard file



DELHI DEVELOPMENT AUTHORITY

[Systems Department]

Date: __/__/20__

To,
Systems Department,
B-Block, 1st Floor,
Delhi Development Authority,
Vikas Sadan, INA, New Delhi

Reference: File No: SYS/F6/0001/2023/EOFC/-O/o DD(SYSTEMS III)-Part(1), COMP No. 68809

Subject: Request cum undertaking for surrendering "dda.gov.in" mail ID on retirement/resignation/repatriation/separation etc.-Reg

In compliance with DDA's PAC (P) Circular No. 69/2023 dt. 20/07/2023, on my retirement/VRS/resignation/repatriation etc. vide Notification No. _____ of personnel department; I _____, S/o D/o W/o _____ UID No.: _____; Mobile No. (Mapped with mail ID): +91 _____; Designation/Post: _____; Department/Branch/Wing: _____; hereby surrender following 'gov' mail ID(s) which was/were being used by me:

1. _____@dda.gov.in/@nic.in
2. _____@dda.gov.in/@nic.in

2. In this regard, I understand that post separation date, my mail ID(s) will be deactivated & deleted as per the policy applicable. Hence, I will not be able to access my e-mail, its associated services (e-HRMS/e-Office etc.) & data.

Accordingly, in view of this fact, I have taken necessary backup of the data associated with my mail ID and all the relevant official documents/e-office files/attachment etc. have been handed over to the concerned department(s).

3. My charge has been handed over to Mr./Mrs. _____; having mail ID/e-office account with ID _____; Mobile No. (Mapped with mail ID): +91 _____; Designation/Post: _____; UID No.: _____; and files pending with me, may be transferred to her/him.*

Enclosure:

- ✓ Retirement/VRS/Resignation/Repatriation notification

(Signature of the user)

Name: _____

UID: _____

Department: _____

Separation Date: __/__/20__

(COUNTERSIGN)

(Signature of Controller/HOD with stamp)

Name: _____

UID: _____

Department: _____

Copy for kind information to:

1. Director(Systems)
2. Office Copy

List of HODs

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