



**DELHI DEVELOPMENT AUTHORITY**  
**(Public Relations Department)**

Ground Floor, Block-B, VikasSadan, INA, New Delhi-110023

No.F1(Misc)2021/DDA/PR/

Date: 09.06.2021

Circular

**SOP for General public for the public hearing through video conferencing :**

- (i) Take the online appointment of concerned officer through <https://citizenservices.dda.org.in> on-line portal and note down the date and time.
- (ii) Please check the status on online appointment application where the concerned officer will intimate the date, time Meeting No. & Password of webex meetings for online public hearing through video conferencing.
- (III) In case meeting No. & Password has been intimated on the online public appointment application , please be prepared for the online public hearing through video conferencing through webex meetings portal on the scheduled date & time and connect in the webex portal <https://dda.webex.com/> 5 minutes in advance.
- (IV) It is important to know that after intimation of Meeting No and Password to the applicant , the appointment in the online appointment portal shall stand cancelled .
- (V) When join on-line public hearing, please keep mic in off/mute position. Only when your turn for public Hearing comes, please unmute mic and speak.
- (VI) Public is requested to be precise in explaining their issues and grievances so that public hearing may be effective and fruitful.
- (VII) Please logout after your public hearing has been completed.

This issues with the approval of competent authority.

**Director(PR)**