

DELHI DEVELOPMENT AUTHORITY
Office of the Commissioner (Personnel)
E-1, Vikas Sadan, INA, New Delhi-110023

No. F4(35)2011/P&C(P)/Pt. VII/ 86

Dated:26.04.2021

CIRCULAR

Sub: Standard Operating Procedure (SOP) for office work during Covid-19 pandemic.

During the current wave of Covid-19 pandemic, several DDA officers/officials have either tested positive for Covid-19 or are self-quarantined at home as their family members are Covid-19 positive. Since, offices of the Govt. of India and its subordinate/attached offices are required to function during this period, it needs to be ensured that urgent works do not get delayed. The following SOP is to be ensured by all concerned:-

1. Officers of the level of Dy. Directors and equivalent and above should attend office as per the guidelines of the Govt. of India, if they have not tested positive for Covid-19 or are not self-quarantined at home.
2. All HoDs should ensure that at least 50 per cent of their staff below the level of Dy. Directors attend office regularly for which proper roster be prepared.
3. Those who are self-quarantined at home but not Covid-19 positive should ensure that they work from home electronically and should make themselves available over telephone. It should be ensured by them that all work that can be done electronically should not be delayed.
4. If any branch officer tests positive for Covid-19 or has self-quarantined at home, her/his duties would be the responsibility of the link officer. If for any post link officer has not been specifically assigned, the HoD concerned should assign the link officer.
5. HoDs should compile information relating to number of Covid-19 infection and home quarantine of officers/officials in their department. Separate information with regard to officers of the rank of Dy. Directors and above regarding those who have tested positive

for Covid-19, self-quarantined at home and attending office be compiled. This information be sent daily to control room of Personnel department for compilation.

6. All officers/officials should follow Covid appropriate behavior.
7. All meetings as far as possible should be conducted online.
8. The following staggered office timings be adhered to:

Offices located at Vikas Sadan		
S.No.	Department	Staggered Timing
1.	Personnel, Vigilance, Legal & Finance & Accounts	10.00 AM to 06.30 PM
2.	L.M., L.D., Housing & Systems	09.30 AM to 06.00 PM
3.	Offices under the control of Commissioner-Cum-Secretary & other departments.	09.00 AM to 05.30 PM
Offices located at Vikas Minar		
S.No.	Department	Staggered Timing
1.	Planning & Architecture	10.00 AM to 06.30 PM
2.	L.S. & Horticulture	09.00 AM to 05.30 PM
3.	Engineering Offices	09.30 AM to 06.00 PM

There will be no change in the functioning of Zonal, Circle and Divisional Offices of DDA located outside Vikas Sadan and Vikas Minar.

9. HoDs to monitor welfare of staff working under them and extend all possible assistance to those who have tested positive for Covid-19.

This issues with the approval of the Competent Authority.



(D. Sarkar)
Officiating Commissioner (Personnel)

Copy to:-

1. PS to VC, DDA for kind information of the latter.
2. Member (Admin and LM)
3. EM
4. FM
5. PC (Hort., LS, Personnel and Housing)
6. CVO/CLA/Chief Architect
7. All Commissioners
8. All Chief Engineers
9. Addl. Commissioners (Planning)/All Addl. Chief Architects
10. Chief Accounts Officer.
11. All Directors/FA(H)/Director(LC)/ Director (Finance)



(D. Sarkar)
Officiating Commissioner (Personnel)