



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
नीति एवं समन्वय (कार्मिक)
POLICY & COORDINATION (PERSONNEL)

No.: PERS/PACP/0003/2020/F5/-AD-P C(P)/81

Date: 29.04.2021

Sub: Regular furnishing of data to COVID-19 Help Centre – reg.

This has a reference to this office's letter dated 16.04.2021 regarding the establishment of COVID-19 Help Centre at Room No. 8, Ground Floor, Block – D, Vikas Sadan to monitor the situation of COVID-19 in DDA. Subsequently, a Standard Operating Procedure (SOP) has been issued by this Department on 26.04.2021 vide which all the HODS, *inter alia*, are required to compile information relating to number of COVID-19 infections and home quarantine of officers/officials in their respective departments, and forward the same to the COVID-19 Help Centre on daily basis.

It is unfortunate that most of the departments are not furnishing the requisite information to the Help Centre. Some departments, which had initially furnished the requisite information, are not updating it on the daily basis. As such, complete data is not available with the Help Centre, in accordance with the SOP approved by the Vice-Chairman, DDA.

Accordingly, all the HODs are once again requested to ensure daily compilation of the requisite information with regard to their respective departments and furnishing of the same to the COVID-19 Help Centre through eMail at kkjyoti69@gmail.com. If there is NIL report, the same is also required to be furnished on daily basis.

This issues with the approval of the Competent Authority.

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(I.M. Khan)
Director (Pers.) – II

All the HODs, DDA

Copy for information to:

1. Pr. Commissioner (Pers.), DDA
2. Commissioner (Pers.), DDA
3. PS to VC, DDA