



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

No.: PERS/PACP/0003/2020/F5/-AD-P C(P)/84

Date: 03.05.2021

**CIRCULAR**

**Sub: Preventive measures to be taken against COVID-19 at DDA Offices – reg.**

The Vice-Chairman, DDA chaired a meeting on 28.04.2021 wherein it was decided to adopt various preventive measures to contain the spread of COVID-19 in DDA offices. Some of these preventive measures are aimed at providing proper medical assistance to DDA employees. A copy of the minutes of the meeting is enclosed.

2. In this regard, it has been decided to constitute a committee of the following officers.

i. Director (Nazarat)	:	Chairperson
ii. Dy. CAO (Medical)	:	Member
iii. Director (Works)	:	Member
iv. Dy. Director (IR&SW)	:	Member / Secretary
v. Dr. Devi Durga Das	:	Member

The said committee shall undertake the purchase of oxygen concentrators for various DDA staff colonies, as per the decision of the Vice-Chairman. The specifications of concentrators for purchase may be finalised in consultation with Dr. Devi Durga Das. The said committee shall also study the feasibility of shortlisting of approximately 10 pharmacies near DDA staff colonies, which could provide COVID-19 related medicines to DDA employees and their dependant family members on production of doctor's prescription (hard copy/mobile message) and DDA medical identity card on cashless basis.

3. Furthermore, the Welfare Section shall take necessary action to empanel psychiatrists and psychologists on DDA's medical panel on paid or voluntary basis.

4. This issues with the approval of the Competent Authority.

**Encl.: A/a**

(P.S. Joshi)

Dy. Director, P&C(P)

To,

1. Director (Nazarat)
2. Dy. CAO (Medical)
3. Director (Works)
4. Dy. Director (IR&SW)
5. Dr. Devi Durga Das

Copy for information to:-

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

**DELHI DEVELOPMENT AUTHORITY  
(Welfare Branch)**

No. Pers/WB/0002/2021/F1/56-Welfare Section/63

Dated: 30.04.2021

**Sub: Minutes of the meeting chaired by Vice Chairman, DDA on 28.4.2021 through video conferencing regarding preventive measures to be taken against Covid-19 at DDA offices.**

A meeting was chaired by Vice Chairman, DDA on 28.4.2021 through video conferencing regarding preventive measures to be taken against Covid-19 at DDA offices. The following officers were present:

DDA

1. Vice Chairman (in Chair)
2. Member (Admin. & LM)
3. Engineer Member
4. Finance Member
5. Pr. Commr.(Hort., LS, Pers. & Housing)
6. Commissioner (Personnel)
7. Chief Architect
8. Smt. Manju Paul, Addl. Commr.(Plg.)
9. Smt. Manisha Gupta, Addl. Chief Architect, VC Sectt.
10. Shri Dishant Chaudhary, Asstt. Director, VC Sectt.

Doctors

1. Dr. Devi Durga Das
2. Dr. N K Jain

The following decisions were taken during the meeting:

1. At Vikas Sadan and Vikas Minar, sanitization should be done for all bathrooms and lifts four times daily, corridors thrice daily and remaining areas twice daily.

Action: CE(SZ)/CE(NZ)/EE, SMD-4/EE, WD-5

2. Concerned Executive Engineers (Civil) of Vikas Sadan and Vikas Minar should report to Heads of various departments at these offices for reporting sanitization of premises as per the above schedule. HODs may seek assistance of other officers on roster basis.

Action: All HODs of Vikas Sadan/Vikas Minar/ EE,SMD-4/ EE,WD-5

3. It should be ensured by all concerned that masks are properly worn by all employees at office. It was reported that Staff Car Drivers while in the parking lot have been seen without masks. Chief Security Officer may be instructed to ensure that Staff Car Drivers wear masks properly even in the parking lot. Disciplinary action be initiated against those not wearing masks.

Action: All HODs/CSO

4. Data base may be maintained of DDA employees who have recovered from Covid-19 and are fit to donate plasma to make convalescent plasma available if required. Data base should be regularly updated.

Action: Commissioner (Personnel)

5. Oxygen concentrators could be purchased for various DDA staff colonies. Specifications of concentrators for purchase should be decided in consultation with Dr. Devi Durga Das.

Action: Commissioner (Personnel)/Commissioner-cum-Secretary

6. Feasibility of short listing approx. 10 pharmacies near DDA staff colonies which would provide Covid-19 related medicines to DDA employees and their dependants on production of doctor's prescription (hard copy/mobile message) and DDA medical identity card on cashless basis for which an advance amount could be deposited with these pharmacies be examined.

Action: Commissioner (Personnel)/Chief Accounts Officer

7. Payment of Rs. 10,000/- as immediate relief out of Benevolent Fund should be made in death cases immediately without requirement of submitting any details. Matter regarding increasing amount of relief from Benevolent Fund if required by increasing the contribution from officers be examined.

Action: Chief Accounts Officer

8. For Covid-19 cases, admission of DDA's employees and their dependants should be permitted in any hospital and not necessarily only in DDA's empanelled hospitals. However, the amount of reimbursement should be restricted as per rule.

Action: Chief Accounts Officer

9. Covid-19 related medical expenses would not be part of annual ceiling limit for OPD reimbursement.

Action: Chief Accounts Officer

10. Attempt should be made to empanel psychiatrists and psychologists on DDA's medical panel on paid or voluntary basis.

Action: Commissioner (Personnel)

11. Protocol to be followed in Covid-19 cases may be prepared by a group of officers comprising Smt. Lakshmy Gopan, Chief Architect, Dr. Devi Durga Das and Dr. N. K. Jain and circulated on all DDA whatsapp groups so that all are aware.

Commissioner (Personnel)

12. All employees whose dependants are in high risk category would be allowed to work from home. However, it should be ensured by these employees that office work does not suffer and they should work electronically and be available on telephone during office hours.

Action: All HODs

13. All employees whose offices are on lower floors at Vikas Sadan and Vikas Minar are advised to abstain from using lifts.

Action: All HODs

The meeting ended with a vote of thanks to the Chair.



(D. SARKAR)  
Commissioner (Personnel)

Copy to:

1. PS to Vice Chairman, DDA for kind information of the latter.
2. Member (Admin. & LM)
3. Engineer Member
4. Finance Member
5. Pr. Commissioner (Hort., LS, Pers. & Housing)
6. Chief Vigilance Officer/Chief Legal Officer
7. All Commissioners
8. Chief Accounts Officer
9. Chief Architect
10. All Chief Engineers
11. Smt. Manju Paul, Addl. Commr. (Plg.)
12. Smt. Manisha Gupta, Addl. Chief Architect, VC Sectt.
13. All Directors/FA(H)/Director(LC)/Director (Finance)
14. Dy. Director (Welfare)
15. Shri Dishant Chaudhary, Asstt. Director, VC Sectt.
16. Chief Security Officer

Doctors

1. Dr. Devi Durga Das
2. Dr. N K Jain