**DELHI DEVELOPMENT AUTHORITY**

**(WELFARE SECTION)**

**Room No. 13, B Block**

**INA, Vikas Sadan, New Delhi**

**C I R C U L A R**

No. F11(36)2015/Welfare/DDA/pt./576 Dated:06/10/2015

**Sub: Tentative Consolidated List of Retirees for the Year 2016 (31.01.2016 to 31.12.2016).**

 On the basis of Bio-data of retirees provided by the Personnel Wings of DDA and Director (Work Charge), [softcopy in excel worksheet CD and hardcopy] month wise list along with details of posting, date of birth and date of retirement w.e.f. 31.1.2016 to 31.12.2016 for the calendar year 2016 are (enclosed herewith). In this connection, DDOs in respect of officers/officials retiring during the period are requested to get the following issues completed:-

1. Re-verify identity of retirees with reference to UID No./Biometric attendance sheet in respect of future retirees.

2. Verification may also be carried out with reference to date of birth indicated in Service Book specially DOB & DOR.

3. As per schedule for activity wise time frame for processing of retirement cases, approved by Hon’ble Vice Chairman/DDA and circulated vide letter No.F11(08)2012/Welfare/Pt./1287 dated 08.11.2015 under the joint signatures of Commissioner (P) & CAO respectively, immediate action relating to pension papers acceptance, service verification and other necessary actions may be ensured on Top Priority (both by DDO & by retiring officers/officials) at least 6 months before retirement so that the retirement dues are paid at the time of retirement.

4. All future retirees as per the list annexed may be instructed to attend the work shop on their respective months (six months in advance i.e. on every 2nd Monday of the month/next working day if holiday in Conference Hall, Vikas Sadan organized by Welfare Section).

5. All future retirees may also be directed to submit duly attested photocopy of Aadhar Card for digital life certificate in compliance of PMO/DOPT instructions.

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6. Future retirees must be informed about photographs, family details etc to be provided by them for pension papers.

7. Proper retirement notification is to be issued immediately by Personnel Wing as well as Director (Work charge) (Respective Competent Authority- Dy. Director Hort/E.E).

8. Any discrepancy noticed in the above list may immediately be brought to the notice of Personnel wing in case of regular employee & to Director (W/C) (Respective Competent Authority) concerned for making necessary corrections with a copy to the Welfare Department of D.D.A

9. Pay fixation of the retirees should be verified by DDOs 6 month in advance.

Note: - DDOs/Personnel Department will immediately intimate Dy. Director (Welfare) regarding any addition/deletion/amendment in the enclosed list with proper note with reference to addition/deletion/amendment as intimated by retiree.

 Dy.Director(IR&SW)

Copy for information:-

1. OSD to Vice Chairman/DDA for information of the latter.

2. PS to FM/DDA for information of the latter.

3. PS to EM/DDA for information of the latter.

4. PS to Com. (P)/DDA for information of the latter.

5. Chief Engineer (HQ) with spare 20 copies of circular for further circulation to all Engineer Zones (with soft copy of list)

6. Director (System) for uploading on DDA Website with soft copy of list.

7. Director (W/C), DDA with soft copy of list.

8. Director (Medical/Pension) with soft copy of list.

9. Dy. Director/PB I, II, III & IV with soft copy of list.

10. Dy. CAO (Pension) with soft copy of list.

11. A.O. Gazetted/A.O.Non-Gazetted & A.O.(H) with soft copy of list

12. PAO Engg./AO (PE) - with soft copy of list.

13. All AO CAUs - with soft copy of list.

14. Notice Board Vikas Sadan /Vikas Minar (with hard copy of list).

 APO/ IR&SW