

**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

F/02/07/2020/pt.file-III/370

Dated: 12.04.2021

To,

All Additional Chief Secretaries / Principal Secretaries / Secretaries / HODs of
Government of NCT of Delhi

Subject: Precautionary measures in offices of Govt. of NCT of Delhi.

Madam/Sir,

I am directed to refer DDMA order No. 368 dated 10.04.2021 which inter alia directs that all Government offices of NCT of Delhi / Autonomous bodies / PSUs / Corporations / Local Bodies shall function with officers of the level of Grade-I /equivalent and above to the extent of 100% strength and remaining staff will attend upto 50% as per requirement.

Now, as the cases of COVID-19 are consistently increasing at a fast pace, hence for effective COVID-19 management, it is necessary that, besides the reduction in the attendance in the offices of Delhi Government, unnecessary interactions amongst officers/officials are restricted. Therefore, the competent authority has directed that no meetings in person, shall take place except meetings related to COVID-19 management, Court matters and matters of urgent nature.

This issues with the approval of Chief Secretary, Delhi.

Yours faithfully,


(Rajesh Goyal)

Addl. CEO, DDMA

Copy for kind information to:-

1. Secretary to Hon'ble Lt. Governor, Delhi.
2. Addl. Secretary to Hon'ble Chief Minister, GNCTD
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD.
4. Secretary to Hon'ble Minister of Health, GNCTD.
5. Secretary to Hon'ble Minister of Revenue, GNCTD.
6. Secretary to Hon'ble Minister of Labour, GNCTD.
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD.
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD.
9. Addl. Chief Secretary (Power)/ State Nodal Officer, GNCTD.
10. Addl. Chief Secretary (UD), GNCTD.
11. Pr. Secretary (Home),GNCTD
12. Pr. Secretary (H&FW), GNCTD
13. Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD.
14. All members of State Executive Committee, DDMA, GNCTD.
15. Guard file.
16. System Analyst, O/o Divisional Commissioner, Delhi for uploading of the order on website –
ddma.delhigovt.nic.in.
17. Guard file.