



# DELHI DEVELOPMENT AUTHORITY

## PUBLIC NOTICE

General public visiting DDA Vikas Sadan is hereby informed that the time schedule for public dealing has been changed with immediate effect. The new time schedule for public dealing will be as under;

### I. Timings for receiving letters, etc. on all working days at Reception Counters;

#### Morning Hours

a.	Public Dealing for receipt of letters, etc. on all counters between	9.30 a.m. to 12.30 p.m.
b.	No public dealing for receipt of letters, etc. between (only reconciliation of letters received will be done)	12.30 p.m. to 1.30 p.m.
c.	No public dealing between (Lunch Time)	1.30 p.m. to 2.00 p.m.

#### Afternoon Hours

d.	Public Dealing for receipt of letters, etc. on all counters between	2.00 p.m. to 5.30 p.m.
e.	No public dealing between (only reconciliation of letters received)	5.30 p.m. to 6.00 p.m.

### II. Visiting Hours for general public to visit various departments on Public Dealing Days i.e. every working Monday, Tuesday and Thursday;

#### (i) **2.30 p.m. to 3.30 p.m.:**

Only allottees/applicants having prior appointment in writing from the concerned branches of Housing, Lands, etc. will be allowed

#### (ii) **3.30 p.m. to 5.00 p.m.:**

All (without appointment) will be allowed

Visitors are requested to kindly adhere to the above timings as no entry will be allowed during non-visiting hours/days. Your cooperation will ensure better, organised service and no delays.

**Commissioner-cum-Secretary**