

CAPITAL DEVELOPMENT AUTHORITY
(Human Resource Development Directorate)

No. CDA-1(2)-HRD/2025/Sec-1/1074

Islamabad, June 19, 2025.

CIRCULAR

Subject: **MANDATORY ATTENDANCE DUE TO CLOSURE OF FINANCIAL YEAR 2024-25.**

In order to facilitate the general public and to maintain un-interrupted services delivery, the Competent Authority has directed that all the Formations & Offices of One Window Operation (OWO) Directorate, Estate Management Directorate, Revenue Directorate & Building Control Directorates will remain open / functional on 21st (Saturday), 28th & 29th (Saturday & Sunday) June, 2025 due to closure of Financial year, 2024-25.

02. All employees working under the above-mentioned Directorates are therefore directed to ensure their attendance on three dates. Moreover, all Sectional Heads are directed to not allow leave to employees and make sure their presence without failure.


(SYED SAIFDAR ALI)
Director General (HRD)

DISTRIBUTION:-

1. Director OWO.
2. Director Estate Management-I, II & III.
3. Director Revenue.
4. Director IT →
5. All concerned sectional Heads.
6. PS to Chairman, CDA.
7. PS to Member Admin.
8. PS to FA/Member.
9. PS to Member Estate.
10. Master file.

with directions to upload on CDA Website.