



CAPITAL DEVELOPMENT AUTHORITY
(Administration Directorate)

MOST IMMEDIATE

No. CDA-D(A)/PA(1)/2023/872

Islamabad, 26th July 2023

NOTIFICATION

Subject: **ESTABLISHMENT OF CONTROL ROOM AT CDA (HQs) FOR FACILITATION OF GENERAL PUBLIC DURING ASHURA-1445 AH.**

During public holidays from 28th to 29th July 2023 on the occasion of Ashura Moharram 1445 AH, a round the clock Control Room has been established in Room No. 02, Block-III at CDA Headquarters, G-7/4, Islamabad having two designated telephone lines: **051-9253016 & 051-9252962** for facilitation of general public and proper execution of Civic services related to Water Supply, Roads, Street Light, Sanitation, CARES-1122 and Environment. Following Officers/officials will perform duties as Incharge Control Room to ensure timely redressal of all complaints through communicating the same to the field staff of relevant formations:

Directorate	Officers / Officials name and Designation	Contact Number	Duty Timings	Days
Environment Dte HRD Dte.	i. Muhammad Zubair, Horticulture Supervisor	0322-5000585	1 st shift From 9.00 am to 9.00 pm	Friday 28-7-2023
	ii. Ch. Shahbaz Yasin, Horticulture Supervisor	0332-5565327		
	iii. Mr. Muhammad Fahad Khan HRO-IX	0331-5261634	2 nd shift From 9.00 pm to 9.00 am	
	iv. Mr. Mirza Ali Khalid Sr-Assistant.	0332-5598029		
HRD Dte Roads Division-III Road Dte.	v. Mr. Manzoor Khan Sub-Assistant	0300-5310327	1 st shift From 9.00 am to 9.00 pm	Saturday 29-7-2023
	vi. Mr. Ishaq Sharif HRD Dte	0333-3215864		
	vii. Mr. Saqib Hamid, Work Supervisor	0308-5555333	2 nd shift From 9.00 pm to 9.00 am	
	viii. Mr. Najaf, Sub Engineer	0333-5359786		

02. The Directorates of MPO, Water Supply, Roads, Environment, Sanitation, Emergency & Disaster Management and CARES-1122 will ensure presence of equipment and machinery at all the enquiries of CDA for timely resolution of complaints through their respective field staff.

03. The Director concerned shall be personally responsible for timely resolution of complaints through their respective field staff. Director (Security), CDA will depute Security Officers to keep vigilance on the aforementioned deputed officials of the Control Room. Mr. Yasir Munir, Telephone Technician, Mr. Qaiser Ameen, Sr. Assistant, Mr. Umar Raza, Junior Assistant and Mr. Ahmed Kamal, Jr. Assistant, HRD coordinate in the subject matter and provide all the basic facilities in the Control Room during the holidays.

04. This issues with the approval of Competent Authority.


(MOHSIN ZAHEER QURESHI)
Assistant Director (Admin)

Distribution:

1. DG (Civic Management), CDA.
2. DG (Services), CDA.
3. DG (Works), CDA.
4. DG (Environment), CDA.
5. Director MPO, CDA.
6. Director Roads (North), CDA.
7. Director Roads (South), CDA
8. Director M & RM, CDA
9. Director Environment (East), CDA.
10. Director Environment (West), CDA.
11. Director Sanitation, CDA
12. Director Water Supply, CDA
13. Director E & DM, CDA
14. Director E & M (Maint), CDA

15. Director CARES-1122.
16. Director (Security), CDA.
17. Director IT - (for uploading on the CDA Website)
18. Director (Admin), CDA
19. Chief Complaint Officer, CDA
20. PS to Chairman, CDA.
21. PS to FA/Member, CDA.
22. PS to Member (Administration), CDA.
23. PS to Member (Engineering), CDA.
24. PS to DG (Admin), CDA.
25. Staff Officer to Chief Officer, MCI
26. All staff concerned.

26/7/23