

CAPITAL DEVELOPMENT AUTHORITY
(Office of Member Planning & Development)

No.CDA/MP&D/2026/ 3897

Islamabad, May 18, 2026.

**SUBJECT: OPEN DOOR POLICY FOR GENERAL PUBLIC HEARING REGARDING
PLANNING & DEVELOPMENT AND FINANCE WING, CDA**

In order to enhance transparency, accountability and public facilitation, it has been decided to adopt an Open Door Policy for daily Public Hearings to directly engage with the general public and address their concerns related to Planning & Development and Finance matters. Under this policy, Member Planning & Development/Finance shall hold daily public hearings to hear and address grievances, complaints, suggestions, and issues of the general public in his office. The schedule of the daily hearings shall be as under:

Venue: Office of Member P&D/Finance
Days: Working days
Timing: 08:30 AM to 09:15 AM

3. All concerned officers are directed to ensure proper coordination, facilitation of visitors, and maintenance of complete record of complaints/issues raised during the hearing. A focal person from each relevant office may be nominated who shall remain present during the public hearing and ensure that grievances are promptly forwarded to the concerned quarters for necessary action.

4. The general public is requested to attend the hearing within the prescribed timings and bring along all relevant documents/records pertaining to their cases for prompt disposal and effective resolution.


(MUHAMMAD UMAIR)
Member (P&D)/Finance

Distribution:

1. DG (Spatial Planning), CDA.
2. DG (Islamabad Water), CDA.
3. DG B&HC, CDA.
4. DG Design, CDA.
5. D.G. Audit & Accounts, CDA.
6. D.G. Resource, CDA.
7. Dy. D.G. Resource, CDA.
8. DDG Enforcement, CDA.
9. DDG (IPTW), CDA.
10. Head of Treasury, CDA.
11. Director UP-II, CDA.
12. DFA-I, CDA.
13. DFA-II, CDA.
14. DFA-III, CDA.
15. Director Revenue, CDA.
16. Director Security, CDA.
17. Director IT, CDA

- to upload this letter in the CDA website for information of the general public.

Copy to:

1. Director Staff to the Chairman, CDA.
2. PS to Member (P&D), CDA.
3. PS to FA/Member, CDA.
4. Mr. Muhammad Mobin, PA GSTW – He shall remain present and prepare daily progress report