

All account creation requests shall be sent to ddaeoffice@dda.org.in. Subject of the mail should contain the tag 'Account Request'.

KEY FIELDS (E-Office Employee Master Detail Template Sheet)

Designation of Employee: Title that an employee has in the organization.

Name of Organization Unit (OU): It can be either an Office or a Section. If an employee holds an office then his/her OU would be O/o Office Name and if the employee serves in a section then his/her OU would be the Name of his/her Section.

Post Name: Denotes where exactly an employee is currently posted.

Marking Abbreviation: Abbreviation that shall be used for the concerned user.

Parent OU: Name of Organization Unit(OU) of the concerned user's reporting officer.

Reporting-markingabbr.(Parent Post): Marking Abbreviation of the concerned user's reporting officer.

The following example **Dy. Director(Systems)** shall be used for reference :

- Designation of Employee : Dy. Director
- Name of Organization Unit : O/o Dy. Director(Systems)
- Post Name : Dy. Director(Systems)
- Marking Abbreviation: DD(S)
- Parent OU: O/o Director(Systems)
- Reporting-markingabbr.(Parent Post): Dir(S)

*Employees on contract shall make sure that they provide their **Date of end of Contract** in the *Date of Retirement* field.