

**DELHI DEVELOPMENT AUTHORITY**  
**दिल्ली विकास प्राधिकरण**  
**[Finance & Expenditure]**  
**[वित्त एवं व्यय]**

O.O. No. 16

Dated: 16/3/2022

**Office order**

All the officers and staff of DDA are hereby informed that respective AAO's of concerned Establishment Branch is authorised to update the 'Reporting Officer', 'Controlling Officer' and 'ADMIN' in E-HRMS portal, as and when changes are occurs due to Transfer & Posting. Hence, it is requested to all the officers & staff of DDA, if any changes are occurs in future, kindly contact their respective concerned Admin i.e. AAOs of Estt. Branch for updating their Reporting/Controlling officer for smoothing <sup>functioning</sup> & make it convenient in implementing the process of E-HRMS.

This is issued with the approval of CAO, DDA.

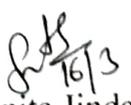
[Sunita Jindal]  
Dy. CAO (F&E)

No. FE. (Misc)2022/DDA/ 73

Date: 16/3/2022

Copy to:

1. PS to FM, DDA for kind information;
2. PS to CAO, DDA for kind information;
3. FA(H)/ Director (LC)/ Finance;
4. All Dy. CAOs with the request to bring it to the notice all concerned DDOs under their financial control;
5. All Zonal Dy. CAOs with the request to bring it to the notice all concerned DDOs under their financial control;
6. Dy. Director (System) for uploading in DDA Website;
7. Notice Board, Vikas Sadan/Vikas Minar;
8. Guard file.

  
[Sunita Jindal]  
Dy. CAO (F&E)