



DELHI DEVELOPMENT AUTHORITY
PERSONNEL DEPARTMENT
PERSONNEL MANAGEMENT INFORMATION SYSTEM CELL
VIKAS SADAN, NEW DELHI-110023

No. F 11(Misc)/Corr./18/PMIS/e-HRMS/ 95

Dated: 02/05/2022

CIRCULAR

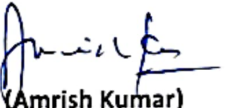
Sub: Clear the backlog of requests pending for approval in e-HRMS.

Four modules of e-HRMS i.e. Leave, CEA, LTC & Tour have already been made live and employees have started applying electronically through the e-HRMS portal. However, it has been observed that Officials who have been retired from the services of DDA/transferred/repatriated to his parent department at the end of tenure in DDA, do not clear the backlog of the requests pending at their end for approval. This leads to hardship for the employees who have applied for Leave, CEA, LTC & Tour through e-HRMS portal and their application remains pending.

In view of above, all concerned officers/officials are hereby requested to clear the backlog of pending requests at their end before relieving to avoid such hardship being faced by the employees.

All HODs are requested to kindly ensure for strict compliance, please.

This issues with the approval of Competent Authority.


(Amrish Kumar)
Director (P)-I

All the HODs, DDA

Copy to:-

1. OSD to Vice-Chairman, DDA
2. PS to FM/EM/Pr. Commissioner (P), DDA
3. PS to Commissioner (P), DDA
4. All HODs/Commissioners.
5. PS to Chief Account Officer
6. All Chief Engg.
7. Director (P)-I,II, DDA
8. Director (System), DDA with the request to upload the same on the DDA's website.


Dy. Director (PMIS)