



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

No. F11(Misc)/Corr./18/PMIS/e-HRMS/ 87

Dated: 04/04/2022

CIRCULAR

Sub: Verification of employee details by respective employees in the E-HRMS application latest by 10th April.

Please refer to the earlier circular no. PS/Dir(P)-II/2021/27 dt 02.08.2021, PS/Dir(P)-II/2021/39 dt. 30.09.2021, PS/Dir(P)-II/2021/44 dt. 11.10.2021, PS/Dir(P)-II/2021/51 dt. 24.11.2021 and PS/Dir(P)-II/2021/52 dt. 29.11.2021, issued by the Director(P)-II and F11(Misc)/Corr./18/PMIS/e-HRMS/81 dt. 25.03.2022 issued by the Director(P)-I for the verification of the employee details entered by scanning agency in the E-HRMS application as available in the service books. It has been noticed that very few employees have reached the venue on their prescribed date for the verification of the E-HRMS service book data.

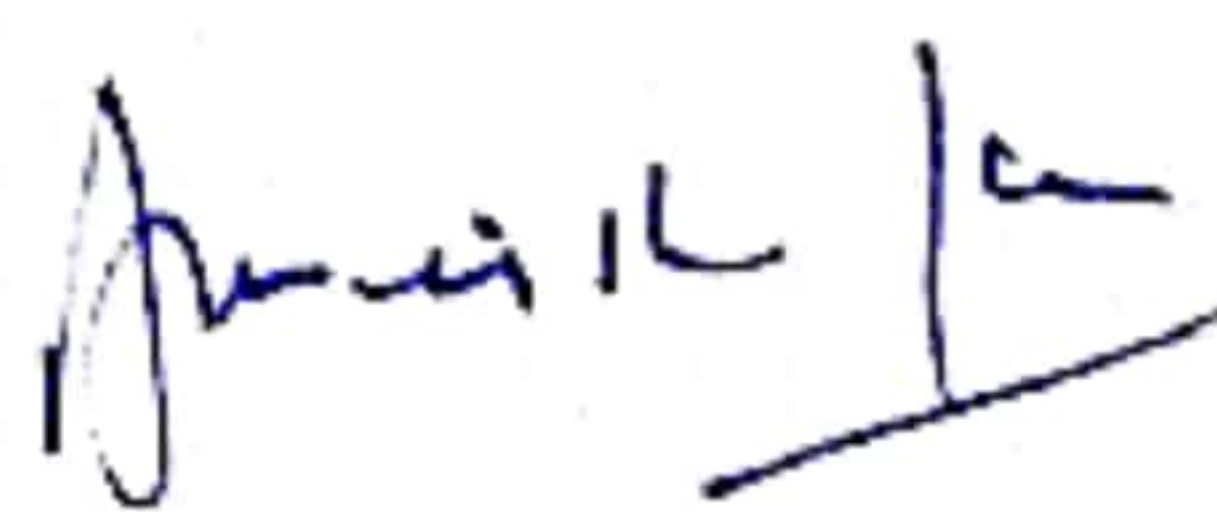
Non-compliance of E-service Book verification by the employee has been viewed seriously by Higher authorities. In this regard, all HODs are requested to ensure that the officers/officials under their control and posted in **Vikas Sadan, Vikas Minar, CAU (Rohini) & CAU (Dwarka)** must reach the verification centre and complete requisite formalities failing which they will not be able to availing the services which have already been made operational in eHRMS. It is hereby clarified that E-service book verification is mandatory for applying CEA & LTC modules online through e-HRMS portal (**Vikas Sadan, DDA excluding Housing-Accounts**)

In view of the above, all the employees mentioned above are further directed to come in person to verification center for verification/authentication of service book and get the verification completed latest by **10th April**, failing which the concerned employee will be himself/herself responsible for non-updation of service book and no physical application of CEA & LTC will be entertained.

Venue: Room No. F-4, B Block, Ground Floor, Vikas Sadan, INA, New Delhi-110023

Contact Person: Sh. Manveer : +91-88607 63824

Nodal Officer : Sh Nitin Joshi, DD(System)-II, : 011-24661470, +91 - 9650071416
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(AMRISH KUMAR)
DIRECTOR (P)-I

All the HODs.

Copy to:

1. O.S.D to Vice Chairman, DDA
2. P.S. to Pr Commissioners (P), DDA
3. P.S to FM/ EM/ All Commissioners/ CCS/ CVO/ CLA/ All Chief Engineers with the request to bring this circular to the notice of the employees working under their control.
4. CAO with request to not process Leaves, CEA & LTC application in physical form and issue an order in this connection.
5. Director (Systems) with the request to upload the same on the DDA's website.
6. Notice Board- Vikas Sadan, Vikas Minar.
7. E.O. Book/Guard File.


DY. DIRECTOR (PMIS)