



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

No. F 11(Misc)/Corr./18/PMIS/e-HRMS/ 86

Dated: 14.03.2022

CIRCULAR

Sub: Applying for Leave Travel Concession (LTC) through e-HRMS portal.

The Vice Chairman, DDA has desired that all Groups-A, B & C officers/ officials of DDA shall apply for Leave Travel Concession (LTC) electronically through e-HRMS portal. Leave Travel Concession (LTC) module is being made go-live **for employees of Vikas Sadan (excluding Housing-Accounts)** whose service book has been verified and authenticated.

In this regard, All Groups-A, B & C officers/ officials of Vikas Sadan (excluding Housing-Accounts), DDA are requested to apply for Leave Travel Concession (LTC) electronically through e-HRMS portal w.e.f. 21.03.2022 failing which the Leave Travel Concession (LTC) may not be approved offline by concerned Department.

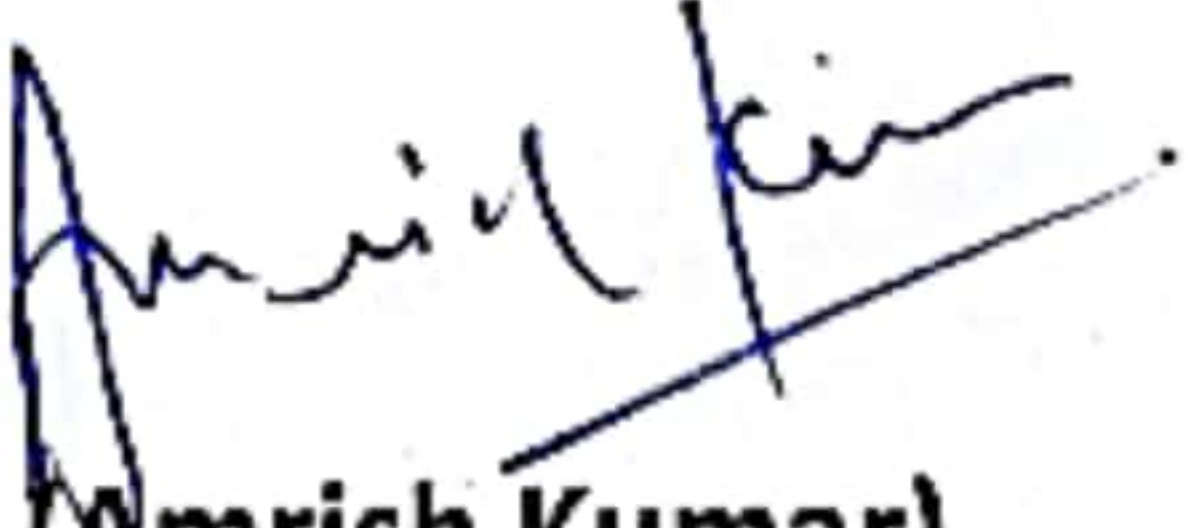
Employees who face any problem in e-HRMS login are requested to visit the verification Centre, Room No. F-4, B Block, Ground Floor, Vikas Sadan, INA, New Delhi-110023 to verify & authenticate their data.

For any query, employee can contact on below mentioned numbers:

1. Smt. Varsha Sharma , Rollout Support Engineer, NIC : +91- 70153 51943
2. Sh. Prant Chaudhary, Support Engineer, NIC : +91- 97287 56676
3. Land Line (PMIS Cell) : +91- 11 2466 1165

All HODs are requested to ensure for strict compliance, Please.

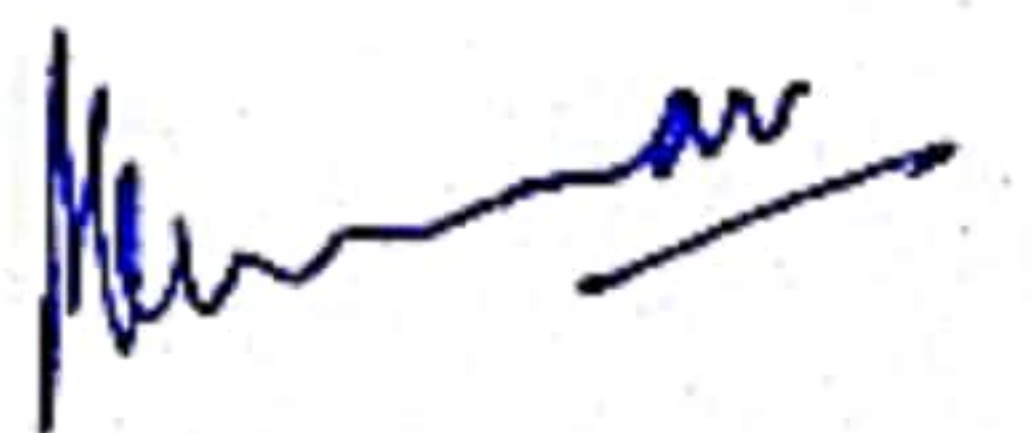
This issue with the approval of Competent Authority.


(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.
5. All Chief Engg.
6. Director (P)-II DDA
7. Director (System), DDA with the request to upload the same on the DDA's website and take necessary action for making go-live.


Dy. Director (PMIS)