



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

No. F11(Misc)/Corr./18/PMIS/e-HRMS/99

Dated: 13.05.2022

CIRCULAR

Sub : Verification of employee details by respective employees in the E-HRMS application latest by 20th of May.

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, 87 dt. 25.03.2022 & 04.04.2022 respectively 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. As per request received from the Office of C.E.(RZ), DDA, a scanning team has been deputed at **DDA Rohini Zonal Building, Madhuban Chowk.**

In this regard, all HODs are requested to ensure that the officers/officials under their control and posted in CAU (Rohini) 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.

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 20th of May, failing which the concerned employee will be himself/herself responsible for non-updation of service book.

Venue: Room No. Room No-6, Ground Floor, DDA Rohini Zonal Building, Madhuban Chowk, Delhi-110085

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(Parmod Kumar)
DY. DIRECTOR (PMIS)

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/CAO/ All Chief Engineers with the request to bring this circular to the notice of the employees working under their control.
4. Director (Systems) with the request to upload the same on the DDA's website.
5. Notice Board- Vikas Sadan, Vikas Minar.
6. E.O. Book/Guard File.

ASSTT. DIRECTOR (PMIS)