



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

निदेशक (प्रणाली) वि.वि.मा.  
डायरी नं. 612  
दिनांक 4/7/22

No. F 11(Misc)/Corr./18/PMIS/e-HRMS/107

Dated: 28/06/22

**CIRCULAR**

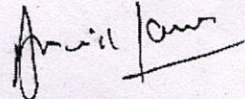
**Sub: Special cases exempted from applying Leave, CEA, LTC & Tour modules in e-HRMS application**

The following Officials/Officers are exempted from applying Leave, CEA, LTC & Tour modules in e-HRMS till further orders:-

S.No.	Employee Concerned	Exempted Modules
1.	Officials on Deputation in DDA whose service books are not available in DDA.	All above modules. Till the time, their service books are received and updated.
2.	Newly recruited employees.	All above modules. Till the time, their service books are created and uploaded in e-HRMS.
3.	Security Cell	Only leave module, in case leave is being applied for Sundays.
4.	Employees being retired in upcoming 2 months and whose e-HRMS Ids are not created yet	All above modules.
5.	Staff of DDA posted in LG Office & MoHUA	All above modules.
6.	Employees working in Works Department	All above modules.
7.	Reimbursement of Child Education Allowance (CEA) in respect of child with disabilities.	Only CEA module, in case, applying CEA reimbursement in r/o child with disability.

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

This issues with the approval of Vice-Chairman, DDA.

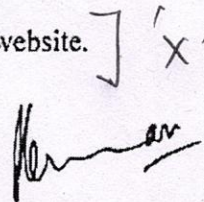
  
(Amrish Kumar)  
Director (P)-I

**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 with request to issue directions to all concerned to process the specified applications of the above-mentioned Officials offline till further orders.
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.
9. Smt. Varsha Sharma (Official of NIC)
10. Smt. Anjana Gupta (Consultant)

for 'x' pl.  
06.7/22  
Sh. Joshi DD157

  
Dy. Director (PMIS)