

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

No. F 11(Misc)/Corr./18/PMIS/e-HRMS/10

Dated :17.11.2021

CIRCULAR

Sub: Leaves application through e-HRMS portal.

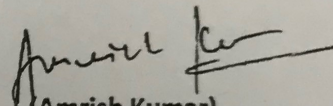
The Vice Chairman, DDA has desired that all Groups-A, B & C officers/ officials of DDA shall apply for all kinds of leaves electronically through e-HRMS application with effect from 22nd Nov, 2021.

In this regards, All the Branch/ Department Heads are requested to ensure that officers/officials under their control should apply all kinds of leaves **mandatorily through e-HRMS applications only failing which the leave may not be sanctioned by leave sanctioning authority.**

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 and they may also visit their respective establishment branches in case of any updation of their Reporting Officer, Controlling Officer and Admin.

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

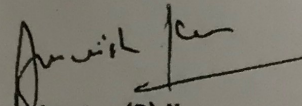
This issue with the approval of Vice Chairman, DDA.


(Amrish Kumar)
Director (P)-II

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. Director (P)-I, DDA
5. Director (System), DDA with the request to upload the same on the DDA's website
6. Dy. Director (PMIS)


Director (P)-II