No. PS/Dir(P)-II/2021/ 5 | Dated: 24.11.2021

CIRCULAR

Subject: - Verification of employee details by respective employees in the E-HRMS application.

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 and PS/Dir(P)-II/2021/44 dt. 11.10.2021, issued by the Director(P)-II 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. The scanning of service book at Vikas Sadan, Vikas Minar & CAU (Rohini) is complete.

In view of the above, once again all the employees are requested to come in person to verification center, as per the schedule given below:

Department / Branch	Date
LD	23.11.2021 to 29.11.2021
Accounts	30.11.2021 to 06.12.2021
Pension Cell	07.12.2021 to 10.12.2021
Medical	13.12.2021 to 15.12.2021
Welfare	16.12.2021
Legal	17.12.2021, 20.12.2021 to 22.12.2021
System	23.12.2021
CCS	24.12.2021, 27.12.2021 to 29.12.2021
Housing	30.12.2021, 31.12.2021,
LM	03.01.2022, 04.01.2022
Personnel	05.01.2022, 06.01.2022
Vigilance	07.01.2022, 10.01.2022
Planning, Vikas Minar	11.01.2022 to 14.01.2022
Architecture, Vikas Minar	17.01.2022 to 20.01.2022

Venue: Room No. F-4, B Block, Ground Floor, Vikas Sadan, INA, New Delhi-23

Nodal Officer : Sh Nitin Joshi, DD(System)-II,   :   +91 - 96500 71416
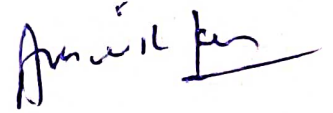   Sh Mukesh Chand, ASO(PMIS)   :   +91 - 97180 23838

The following procedures will be followed by the scanning agency and the respective employee:-

1. All the details will be entered by the Agency in the EHRMS application as available in the Service Book.

2. Each employee will check the details entered by the Scanning Agency in EHRMS application and pin point the discrepancy, if any, and will get it updated as per the details available in the Service Book.

3. If the Scanning Agency asks for any certificate/Proof for updating any information in the EHRMS application related to Educational Qualification etc, the employee should provide the same to the agency for scanning and ensure that after scanning it is collected then and there itself. No original document should be retained by the agency.

4. In case of non-availability of dates of availing the LTC in the Service Book, the agency shall enter

the last date of the block year of LTC as available in the Service Book. If the LTC has not been availed by the employee, then the dates shall be kept blank. If the employee is able to provide the actual dates of LTC, that will be entered in the Service-Book.

5. The Unique ID of DDA shall be entered by the Scanning agency from the I-Card of the employee.

Note: - Non-compliance of E-service Book verification by the employee will be viewed seriously. In this regard, all the HODs are requested to ensure that the officers/ officials under their control must reach the verification centre and complete requisite formalities timely failing which leave may not be sanctioned and salary may not be processed in next pay cycle.
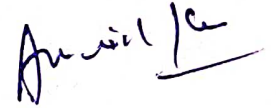
(AMRISH KUMAR)
DIRCTOR (P)-II

All the HODs.

Copy to:

1. O.S.D to V.C, DDA
2. P.S to FM/ EM/ CAO/ 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.
3. Director (Systems) with the request to upload the same on the DDA's website.
4. Notice Board- Vikas Sadan, Vikas Minar.
5. E.O. Book/Guard File.

DIRCTOR (P)-II