



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

File No.: PERS/PMIS/0002/2026/F11/MISC-PMIS/ 99

Dated: 23.04.2026

CIRCULAR NO.-23/2026

**Subject: Compliance with Procedure for Updating Leave Records on BAS Portal.**

Reference is invited to this office Circular No. 60 dated 05.01.2026, wherein it was conveyed that leave entries in the Attendance Register on the BAS portal are to be updated strictly **only after due approval** of leave on the e-HRMS 2.0 portal.

2. It has been observed by the Competent Authority that, in certain instances, employees are updating leave entries on the BAS portal without applying for or obtaining prior approval through the e-HRMS 2.0 portal. Such actions constitute a violation of the prescribed rules and procedures and are viewed seriously.
3. In this regard, it has been decided by the Competent Authority that **scrutiny** of leave records shall be undertaken. During such scrutiny, leave entries (i.e. CL/EL/RH/HPL/CCL/ML/PL/others) recorded on the BAS portal will be cross-verified with the corresponding records on the e-HRMS 2.0 portal.
4. In case any discrepancy is detected, **strict disciplinary action** may be initiated against the **concerned employees and their reporting officer**, wherever applicable.
5. All employees and reporting officers are, therefore, directed to ensure **strict adherence** to the prescribed procedure.

This issues with the approval of the Competent Authority.

  
23/4/26  
(Vineet Jain)

Commissioner(Personnel)

To,

1. All the HODs
2. CAO, DDA – with the request to direct all AOs/AOs of respective pay units to cross-verify the AEBAS attendance with e-HRMS 2.0 records and forward details of violations, if any, to the Personnel Department for necessary action.
3. Dy. Director (PMIS), with the request to get the Circular uploaded on DDA's website.

Copy for information to:-

1. OSD to VC, DDA
2. PS to EM/ FM/ CVO, DDA
3. PS to Pr. Commissioner (LD)/(LM)/(Housing)/(Pers.)/(Hort.)/(Sports)/(Systems)