| | |
|---|---|
|  | # DELHI DEVELOPMENT AUTHORITY |

## SOP for DDA: <dda.gov.in> Mail ID Creation/Amendment

- ✓ All Mail ID creation/amendment requests shall be sent to *ddaeoffice@dda.org.in* using **<dda.gov.in>** *mail ID of* ***reporting/controlling officer*** of the user.
- ✓ Subject of the mail should contain the tag '**DDA GOV E-Mail Account Request'**
- ✓ Scan copy of ID of the applicant should be attached in the mail in which UID, Name, Designation & Department should be clearly visible.

### KEY FIELDS (E-Office Employee Master Detail Template Sheet)

**Designation of Employee**: Title that an employee has in the organization.

**Name of Organization Unit (OU)**: It can be either an Office or a Section. If an employee holds an office then his/her OU would be *O/o Office Name* and if the employee serves in a section then his/her OU would be the *Name of his/her Section*.

**Post Name**: Denotes where exactly an employee is currently posted.

**Marking Abbreviation:** Abbreviation that shall be used for the concerned user.

**Parent OU**: Name of Organization Unit (OU) of the concerned user's reporting officer.

**Reporting-markingabbr.(Parent Post)**:  Marking Abbreviation of the concerned user's reporting officer.

The following example **Dy. Director (Systems)** shall be used for reference:

- • Designation of Employee : Dy. Director
- • Name of Organization Unit : O/o Dy. Director(Systems)
- • Post Name : Dy. Director(Systems)
- • Marking Abbreviation: DD(S)
- • Parent OU: O/o Director(Systems)
- • Reporting-markingabbr.(Parent Post):  Dir(S)

*Employees on contract shall make sure that they provide their **Date of end of Contract** in the *Date of Retirement* field.