



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

No. F11(Bio-Metric)/PMIS/ 212

Dated: 05.08.2024

CIRCULAR

Subject: Mandatory Update of Transfer, Posting, Promotion, and Personal Details on DDA Attendance Portal

It has been observed that information regarding transfers, postings, and promotions of employees, as well as updates to personal details such as mobile numbers and email IDs, often do not reach the PMIS Department in a timely manner. To ensure the accuracy of records, all employees who undergo a transfer, posting, promotion, or change in personal details within the Delhi Development Authority are required to update their information on the DDA Attendance Portal.

Procedure:

1. **Login to DDA Attendance Portal:**
 - Employees must log in to the DDA Attendance Portal using their credentials at dda.attendance.gov.in.
2. **Update Organization Details:**
 - In the 'Organization Details' section, employees must update their office location, Division/Unit, and designation to reflect their current status, including any recent promotions.
3. **Update Personal Details:**
 - In the 'Personal Details' section, employees should update their mobile number and email ID to ensure they are up-to-date communication record.
4. **Verification:**
 - Employees must verify that all updated information is accurate and complete.
5. **Deadline for Update:**
 - All updates must be completed within 3 days of joining the concerned department/branch.

This process is mandatory for all employees and is crucial for maintaining accurate records in the PMIS. Failure to update this information may result in discrepancies in attendance and administrative records.

For any assistance or queries, employees may contact the PMIS Department, Vikas Sadan, B-Block, Ground Floor.

This issues with the approval of Commissioner(Personnel).


(Virender Kumar Kushwaha)
Director(P)-I

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2. All HoDs
3. Systems dept. to upload the circular on DDA website
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