

DELHI DEVELOPMENT AUTHORITY
OFFICE OF DIRECTOR (PERSONNEL)-II

No. PS/DIR(P)-II/2021/ 43

Date : 11-10-2021

CIRCULAR

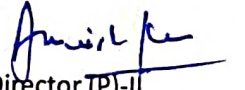
Sub: Implementation of E-HRMS in DDA : Operationalisation of Leave Module – reg.

In continuation with the circular no. PERS/PACP/0006/2020/F1/POL-AD-PC(P)-Part(2)/127 dt. 20.07.2021, The Electronic Human Resources Management System (E-HRMS) developed by National Informatics Centre (NIC) is scheduled to be implemented in DDA. The said system will be monitored by the Personnel Department.

In this context, in order to operationalise the Leave Module of E-HRMS, it is required to enter the record of Casual Leaves (CLs) into the system availed by the employees since the start of this calendar year. As such, the Branch Heads/ Controlling Officers in all the departments are requested to furnish the said information in the following format and send to the PMIS Section.

S.No.	Name of the employee	Designation	Unique ID	No. of CLs availed in 2021	Dates on which CL availed

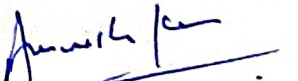
All the HODs are requested to bring this to the notice of all the officers/ officials under their control and forward the requisite details by "Friday, 22.10.2021", plz .


Director (P)-II

All the HODs, DDA

Copy to:-

1. OSD to Vice-Chairman
2. PS to VC/FM/EM
3. Pr. Commissioner(Pers./LM/LD/Housing/Land Pooling/Landscape/Hort./System)
4. Director (System) with the request to upload the same on the DDA's website
5. Dy. Director (PMIS)


Director (P)-II