

**DELHI DEVELOPMENT AUTHORITY
OFFICE OF DIRECTOR (PERSONNEL)-II**

No.PS/Dir (P)-II/2021/ 44

Dated: 11/10/2021

CIRCULAR

Subject: - Department-wise verification of employee details in the EHRMS application.

In continuation of Circular No. PS/Dir (P)-II/2021/39 dated 30/09/2021 and Circular No. PS/Dir(P)-II/2021/32 dated 16.08.2021 issued by the Director(P)-II for the verification of the employee details entered by scanning agency in the EHRMS application as available in the service books, the department-wise schedule of verification process has been prepared as follow:-

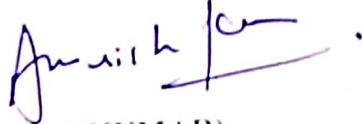
DEPARTMENT/BRANCH	DATE
PB – I, II, III, IV, V	13.10.2021 & 14.10.2021
P&CP	18.10.2021
CR	20.10.2021
Director(P)-I, (P)-II	21.10.2021
Commissioner (P)	22.10.2021
Meeting Cell, P&C	25.10.2021
Recruitment Cell	26.10.2021
Training Cell	27.10.2021
Telephone Cell	28.10.2021
Reservation Cell	29.10.2021
Vigilance	01.11.2021, 02.11.2021, 03.11.2021
Housing	08.11.2021 to 12.11.2021
LM	15.11.2021 to 22.11.2021
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
Nazarat	16.12.2021
Staff Quarters	17.12.2021

Venue: - Room No. F-4, B Block, Ground Floor, Vikas Sadan, INA, New Delhi-110023

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.


(AMRISH KUMAR)
DIRECTOR(PERSONNEL)-II

Copy to:

1. O.S.D to V.C/F.M, ODA
2. Pr. Commissioner(Pers.)
3. All HODs
4. PS to CVO
5. PS to Director (P)- I/ II
3. DD (Systems) with the request to upload the same on the DDA's website.
4. DD- PB-I/PB-II/PB-III/PB-IV/P&CP/Vigilance
5. Notice Board- Vikas Sadan, Vikas Minar.
6. E.O. Book/Guard File