

Most Immediate

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

No.PS/Dir(P)-II/2021/27

Dated : 02/08/2021

CIRCULAR

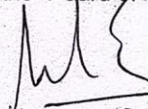
Subject:- Verification of employee details by respective employees in the EHRMS application.

It has been decided that all the employees of DDA will verify the employee details entered by scanning agency in the EHRMS application as available in the service books. Therefore, all the employees are requested to come in person in Room No. F-4, B Block, Ground Floor, Vikas Sadan, INA, New Delhi-23, as per the schedule available in Employee corner of DDA's website alongwith the following documents :-

1. Proof of Educational Qualification (Degree, Diploma, Certificates etc.)
2. Proof of Caste Certificate
3. Latest Identity Card having DDA's Unique ID No.

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 pinpoint 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.


2.8.2021
(I.M. KHAN)

DIRECTOR (PERSONNEL)-II

Copy to:

1. O.S.D to V.C/F.M, DDA
2. P.S to VC/FM/EM/CAO/ All Commrs./CCS/CVO/CLA/All Chief Engineers with the request to bring this circular to the notice of the employees working under their control.
3. DD(Systems) with the request to upload the same on the DDA's website.
4. Notice Board- Vikas Sadan/Vikas Minar.
5. E.O. Book/Guard File.

SCAN DATE	DEPARTMENT	ENTRY DATE	EMP. ID NO.	EMP. NAME	UPLOADING DATE	Verification Date
01/07/2021	NG-II	15/07/2021	613005819	BRIJ MOHAN_SSA_5214	15/07/2021	04-08-2021
		15/07/2021	613005525	SHASHI BALA_JSA_5193	15/07/2021	04-08-2021
		16/07/2021	613005838	RAHUL MADAN_PEON_5147	16/07/2021	04-08-2021
		16/07/2021	613005897	SHAILENDERA SINGH_JSA_11140	16/07/2021	04-08-2021
		16/07/2021	613005983	PRAKESH VEER_PEON_5222	16/07/2021	04-08-2021
		16/07/2021	613003801	DHANI RAM_JSA_11127	16/07/2021	04-08-2021
		16/07/2021	613005112	GAUTAM_JSA_6145	16/07/2021	04-08-2021
		16/07/2021	613005757	SHARDA BAKSHI_LDC_5219	16/07/2021	04-08-2021
		22/07/2021	613005124	ASHWANI SHARMA_JSA_5202	22/07/2021	04-08-2021
		16/07/2021	613005845	RAJ RANI SINGAHAL_LDC_5216	16/07/2021	04-08-2021
		16/07/2021	613005849	VIKRANT KUMAR_JAS_11138	16/07/2021	04-08-2021
		19/07/2021	613002993	DINESH KUMAR_JSA_6140	19/07/2021	04-08-2021
		19/07/2021	613005831	RAJINDER KAUR_PEON_5224	19/07/2021	04-08-2021
		19/07/2021	613004820	SANDEEP_JSA_11128	19/07/2021	04-08-2021
		16/07/2021	613003004	SHAILENDER KUMAR_JSA_6143	16/07/2021	04-08-2021
		16/07/2021	613005162	DHARAM PAL MEENA_JSA_11134	16/07/2021	04-08-2021
		15/07/2021	613005595	VEER BHAN_LDC_5218	15/07/2021	04-08-2021
30/06/2021 & 01/07/2021	ESSTT GAZETTED	15/07/2021	613006050	SANTOSH KUMAR JHA_JSA_11137	15/07/2021	04-08-2021
		19/07/2021	613004805	ANIL SHARMA_DIRECTOR_2325	19/07/2021	04-08-2021
		20/07/2021	613005792	GIAN CHAND SHARMA_DIRECTOR_2323	20/07/2021	04-08-2021
		19/07/2021	613005810	SURENDER KUMAR MEENA_DIRECTOR_2470	19/07/2021	04-08-2021
		20/07/2021	613001375	BAL RAJ DIRECTOR_61302506	20/07/2021	04-08-2021
		20/07/2021	613004435	RANI SINDURA_DIRECTOR_2459	20/07/2021	04-08-2021
		20/07/2021	613005787	KIRAN RAWAT_PBRID_2324	20/07/2021	04-08-2021
		22/07/2021	613005039	POONAM MATHUR_DIRECTOR_2085	22/07/2021	05-08-2021
		22/07/2021	613005688	D SARKAR_COMM CUM SECY_2383	22/07/2021	05-08-2021
		22/07/2021	613004601	VIERENDER SINGH_DIRECTOR(SYSTEM)_2136	22/07/2021	05-08-2021
02/07/2021	NG-II	19/07/2021	613002604	ABHINAV KHANDELWAL_ASSST S OFFICER_10223	20/07/2021	05-08-2021
		19/07/2021	613005524	AVINESH KAUSHIK_LDC-CUM-TYPIST_10216	20/07/2021	05-08-2021
		19/07/2021	613005644	MANOJ KUMAR SHEKHAR_SG_10124	20/07/2021	05-08-2021
		19/07/2021	613005096	RAJIV KUMAR_PEON_10218	20/07/2021	05-08-2021
		20/07/2021	613005121	BHUDEV KUMAR_JSA_12337	20/07/2021	05-08-2021
		20/07/2021	613005854	SATISH KUMAR_JSA_12335	20/07/2021	05-08-2021
02/07/2021	ESSTT GAZETTED	22/07/2021	613002514	ASHIWANI KUMAR_SD(M)_2467	22/07/2021	05-08-2021
		22/07/2021	613005932	BIJAY SHANKAR PATEL_D DIRECTOR(PR)_2448	22/07/2021	05-08-2021
		22/07/2021	613000240	BUDH RAM_DD_2359	23/07/2021	05-08-2021
		22/07/2021	613001529	FLABIA EKKA_ASSTT_2352	23/07/2021	05-08-2021
		22/07/2021	613002503	GANGA SAHAI_DY DIRECTOR_2476	22/07/2021	05-08-2021
		22/07/2021	613004890	HARISH CHAND SHARMA_DD_2485	23/07/2021	05-08-2021

		23/07/2021	613004437	GYAN SINGH_DD_2463	26/07/2021	05-08-2021
05/07/2021	NG-II	20/07/2021	613005826	RADHEY_JSA_10202	20/07/2021	05-08-2021
		20/07/2021	613004872	LALLAN_LDC_10210	20/07/2021	05-08-2021
		20/07/2021	613004151	BRAJ MOHAN SHARMA_PEONE_10220	22/07/2021	05-08-2021
		20/07/2021	613004553	YASHPAL SINGH_LDC_10207	22/07/2021	05-08-2021
05/07/2021	ESSTT GAZETTED	22/07/2021	613003895	INDRESH KUMAR_AD_2432	23/07/2021	05-08-2021
		23/07/2021	613000313	K C GANDHI_DD_2474	23/07/2021	05-08-2021
		23/07/2021	613002507	LALITA KUMARI_DD_2459	23/07/2021	05-08-2021
		23/07/2021	613005774	NEERU BHASIN_AD_2412	23/07/2021	05-08-2021
		23/07/2021	613004953	PARAS NATH_2363	23/07/2021	05-08-2021
		23/07/2021	613000111	PARKASH LAL BAJAJ_AD_2439	23/07/2021	06-08-2021
		23/07/2021	613004622	RAJESH KUMAR_SAXENA_DD_2486	23/07/2021	06-08-2021
06/07/2021	NG-II	20/07/2021	613005967	AATISH GUPTA_ASO_6150	22/07/2021	06-08-2021
		22/07/2021	613003848	BALARAM_ASO_6201	22/07/2021	06-08-2021
		22/07/2021	613003423	DEEPAK SOLANKI_ASO_6149	22/07/2021	06-08-2021
		22/07/2021	613005091	MONI SANKAR_11142	22/07/2021	06-08-2021
		22/07/2021	613002716	MONEY_ASO_6158	22/07/2021	06-08-2021
		22/07/2021	613002715	MUKESH CHAND_ASO_6200	22/07/2021	06-08-2021
		22/07/2021	613003856	RAM KUMAR_ASO_6152	22/07/2021	06-08-2021
		22/07/2021	613002612	SACHIN YADAV_ASO_6159	22/07/2021	06-08-2021
		22/07/2021	613002599	SANCHI DHANKHAR_ASO_6153	22/07/2021	06-08-2021
		22/07/2021	613002690	SHUBHAM BHARDWAJ_ASO_6151	22/07/2021	06-08-2021
06/07/2021	ESSTT GAZETTED	23/07/2021	613000292	JAGDISH SINGH_DD_3472	23/07/2021	06-08-2021
		23/07/2021	613005794	PRABHU SHARAN JOSI_2321	23/07/2021	06-08-2021
		23/07/2021	613005307	PUSHUP LATA HANDA_DD_2472	26/07/2021	06-08-2021
		23/07/2021	613002505	RAJEEV KUMAR DYDIR_DD_2457	23/07/2021	06-08-2021
		23/07/2021	613004687	RAJIV MATTA_DD_2466	23/07/2021	06-08-2021
		23/07/2021	613004434	RAKESH KUMAR SHARMA_DD_2444	26/07/2021	06-08-2021
07/07/2021	ESSTT GAZETTED	26/07/2021	613003970	ABHILASH AGRAWAL_2431	26/07/2021	06-08-2021
		26/07/2021	613005261	ARCHANA ARORA_AD_2455	26/07/2021	06-08-2021
		26/07/2021	613000495	P K PANDAY_DD_2244	26/07/2021	06-08-2021
		26/07/2021	613003163	RIZWAN AHMED ANSARI_AD_2482	26/07/2021	06-08-2021
		26/07/2021	613004838	SHADI RAM_DD_2481	26/07/2021	06-08-2021
		26/07/2021	613004865	SUDARSHAN KUMAR_DD_2387	26/07/2021	06-08-2021
		26/07/2021	613003999	SURAJ SINGH_AD_2462	26/07/2021	06-08-2021
		26/07/2021	613000592	VIRENDER KUMAR SATIJA_DD_2479	26/07/2021	09-08-2021
		26/07/2021	613002030	VISHWAS BANSAL_AD_2464	26/07/2021	09-08-2021
08/07/2021	ESSTT GAZETTED	27/07/2021	613000702	MANOJ KUMAR SAXSENA_DD_2396	27/07/2021	09-08-2021
		27/07/2021	613004959	PARMANAND PARATE_2262	27/07/2021	09-08-2021
		26/07/2021	613004942	SADASHIV_DD_2362	26/07/2021	09-08-2021
		26/07/2021	613004949	SATYA NARAYAN MEENA_DD_2381	26/07/2021	09-08-2021

		26/07/2021	613001965	SATYAWAN TANWAR_DD_2484	26/07/2021	09-08-2021
		27/07/2021	613004682	SHARWAN KUMAR_DD_2473	27/07/2021	09-08-2021
		27/07/2021	613004619	SUINDER SHARMA_DD_2487	27/07/2021	09-08-2021
		27/07/2021	613004438	SURESH KUMAR_DD_2357	27/07/2021	09-08-2021
		27/07/2021	613004440	SURINDER KUMAR_DD_2421	27/07/2021	09-08-2021
09/07/2021	ESSTT GAZETTED	27/07/2021	613000291	AJAY KUMAR GARG_AE_4052	27/07/2021	09-08-2021
		27/07/2021	613000222	ANIL KUMAR_AE_4044	27/07/2021	09-08-2021
		27/07/2021	613005940	ASHOK KUMAR_AE_4087	27/07/2021	09-08-2021
		27/07/2021	613005959	DEEPAK KUMAR SINHA_AE_4977	27/07/2021	09-08-2021
		27/07/2021	613005957	SAURABH GUPTA_AE_4970	27/07/2021	09-08-2021
12/07/2021	ESSTT GAZETTED	27/07/2021	613005678	DEVENDER PARSHAD_EE(C)_4077	27/07/2021	09-08-2021
		27/07/2021	613000220	MUKESH KUMAR_AE_4085	27/07/2021	09-08-2021
		27/07/2021	613002646	PRADEEP KUMAR_EE(C)_4082	27/07/2021	09-08-2021
		27/07/2021	613002325	RAKESH SHARMA_AE_4091	27/07/2021	09-08-2021
		27/07/2021	613002463	ROSHAN LAL_AE_4034	27/07/2021	09-08-2021
		27/07/2021	613001250	SANJEEV KUMAR_AE_4906	27/07/2021	09-08-2021
		27/07/2021	613002454	SATISH CHANDRA SHARMA_AE_4942	27/07/2021	09-08-2021
		27/07/2021	613002844	VIKASH KUMAR_AE_4004	27/07/2021	09-08-2021

Venue : F-4, Ground Floor, adjacent to B- Block Conference Room, Vikas Sadan