



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

File No.: PERS/PMIS/0003/2022/F11/MISC-PMIS-Part(5)/ 135

Dated: 05.10.2026

CIRCULAR NO.-02 / 2026

Sub: Updation of Leave/Official Duty/Official Tour on BAS Portal – reg.

Reference is invited to this office Circular No. 03 dated 05.01.2026, wherein all concerned were directed to ensure that duly approved Leave/Official Duty/Official Tour is updated on the BAS Portal on or before the last day of the concerned month.

2. It has been observed that, in certain cases, officials have not applied for or got their Leave/Official Duty/Official Tour updated and approved on the BAS Portal within the prescribed timeline. Consequently, such cases are reflected as absence in the Biometric Attendance Report, resulting in issuance of Show Cause Notices (SCNs). Subsequently, while submitting replies to such SCNs, instances have been noticed where officials have cited duly approved Census Duty/Official Duty or Leave as the reason for their absence.
3. In view of the above, it is hereby reiterated that all officials shall ensure that their duly approved Leave/Official Duty/Official Tour is applied for/updated and approved on the BAS Portal on or before the last day of the concerned month. In case the requisite details are not updated within the prescribed timeline, the absence reflected in the Biometric Attendance Report may be taken into account for further necessary action, including issuance of SCN. Replies to such SCNs shall be considered in accordance with the applicable rules/instructions.
4. The Reporting Officers shall ensure timely verification and approval of Leave/Official Duty/Official Tour requests submitted by the officials under their control on the BAS Portal, so that the approved details are duly reflected within the prescribed timeline.
5. For updation of Reporting Officer details, officials may coordinate with the PMIS Cell.

This issues with the approval of the Competent Authority.


(SONIKA SINGH)

Commissioner (Personnel)

To,

1. All the HODs
2. Dy. Director (PMIS), with the request to get the Circular uploaded on DDA's website

Copy for information to:-

1. OSD to VC, DDA
2. PS to EM/ FM/ CVO, DDA
3. PS to Pr. Commissioner(LD)/(LM)/(Housing)/(Pers.)/(Hort.)/(Sports)/(Systems)
DDA