



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

File No.: PERS/PMIS/0003/2022/F11/MISC-PMIS/60

Dated: 05-01-2026

CIRCULAR NO. 3 / 2026

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

Reference is invited to this office Circular No. PERS/PMIS/0002/2021/F11/HRMSPMIS/206 dated 20.03.2024, regarding submission of leave applications through e-HRMS portal for DDA employees. It has been decided that **after approval of leave on the e-HRMS portal, all employees shall mandatorily update the corresponding leave details via submitting the requisite request on the BAS portal on or before the last day of the concerned month.** Further, in cases where an official has proceeded on duly approved **official duty or official tour**, the same shall also be updated on the BAS portal by submitting the requisite request to their reporting officer.

**The Reporting Officer shall ensure timely verification and approval of such requests on the BAS portal.**

**It is hereby clarified that in case the leave/ official duty/ official tour details are not updated on the BAS portal, the concerned official shall be treated as absent while compiling the Biometric Attendance Report, irrespective of approval granted on e-HRMS.**

**Further, attention is drawn to this office Circular No. F11(Bio-Metric)/PMIS/212 dated 05.08.2024, wherein officials were advised to update their personal and official details, namely Division Name, Branch Name, Mobile Number, Email ID, UID and Photograph. It is reiterated that these details must be kept updated at all times. For updation of Reporting Officer details, officials may coordinate with the PMIS Cell.**

**For the convenience of all concerned and for smooth implementation, the procedure for applying and approving leave/ official duty/ official tour on the BAS portal is enclosed through screenshots.**

**This is issued with the approval of the competent authority**

**Encl.: As above**

  
(Vineet Jain) 05/1/26  
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

ddi.attendance.gov.in/update/employee/add\_leave

Attendance

My Home

Face Authentication

Update Office Location

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Apply Leave

View Leave

Short Leave Message

ShortLeave(Subordinates)

Leave(Subordinates)

Tours

Official Duty

Tour(Subordinates)

OfficialDuty(Subordinates)

Feedback

Change Password

Logout

## Apply Leave employee leave record

Home > Employee Corner > Apply Leave

English

Leave Type \*

Select -

Leave Category \*

- Select -

Description

Reason

Submit

Instructions for adding a leave record

1. Select Leave type
2. Select Leave category
3. Enter the leave start and end date in dd-mm-yyyy format
4. Enter the leave description.

Note:

a. Employee leave record added in the leave register will be represented accordingly in the employee attendance register.

b. For any other assistance please get in touch with us at <https://servicedesk.nic.in> or Contact - Toll Free No. - 1800 111 555.

dd.attendance.gov.in/update/employee/add\_tour

## Attendance

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Leave(Subordinates)

**Tours**

Apply Tour

View Tour

Official Duty

Tour(Subordinates)

OfficialDuty(Subordinates)

Feedback

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Logout

### Add Tour employee tour record

Home > Employee Corner > Add Tour

English

**Tour Category \***

- Select -

**Description**

Reason

**Instructions for adding a tour record**

1. Enter the tour start and end date in dd-mm-yyyy format
2. Enter the tour description.

**Note:**

- a. Employee tour record added will be represented accordingly in the employee attendance register.
- b. For any other assistance please get in touch with us at <https://servicedesk.nic.in> or Contact - Toll Free No. - 1800 111 555..

Submit

ddi.attendance.gov.in/update/employee/add\_officialduty

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Feedback

Change Password

Logout

English

## Add Official Duty Employee official duty record

Home > Employee Corner > Add Official Duty

**Official Duty Category \***

- Select -

**Description**

Reason

**Submit**

**Instructions for adding a official duty record record**

1. Enter the official duty start and end date in dd-mm-yyyy format
2. Enter the Official duty description.

**Note:**

- a. Employee official duty record added will be represented accordingly in the employee attendance register.
- b. For any other assistance please get in touch with us at <https://servicedesk.nic.in> or Contact - Toll Free No. - 1800 111 555..

dd.a.attendance.gov.in/update/employee/leave\_pending

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Logout

Leave(Subordinates) employee leave record

Home > Leave > Employee Leave

English

Search Employee Name

Search

Clear

Sl.no.	Employee Id	Employee Name	Leave Type	Leave Start Date	Leave End Date	Leave Category	Reason	Status	Action
No Records									

dd.attendance.gov.in/update/employee/tour\_pending

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Tour(Subordinates) employee tour record

Home > Tour > Employee Tour

English

### Tour(Subordinates) employee tour record

Search Employee Name  Search Clear

Sl.no.	Employee Id	Employee Name	Tour Type	Tour Start Date	Tour End Date	Tour Category	Reason	Status	Action
No Records									

dd.attendance.gov.in/update/employee/duty\_pending

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Official Duty Requests

Approved/Cancelled Duty

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Official Duty(Subordinates)

Home > Duty > Employee Official

English

### Official Duty(Subordinates) employee official duty record

Search Employee Name

Sl.no.	Employee Id	Employee Name	Duty Type	Duty Start Date	Duty End Date	Duty Category	Reason	Status	Action
No Records									