

निदेशक (प्रणाली) वि.वि.प्रा.
आयरी नं. 4144
दिनांक 16/3/23



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

F11(Misc)/Corr./18/PMIS/e-HRMS/ 174

Dated: 15/03/23

CIRCULAR

Sub: On-boarding on e-HRMS and creation of Govt. email-ids of remaining DDA employees-reg.

It has been observed that around 500 Group 'C' (erstwhile Group 'D') employees do not have Government e-mail ids due to which they cannot be on-boarded on e-HRMS.

It has, therefore been decided that their Reporting/Controlling officer shall ensure forwarding of the requisite data (sheet enclosed) regarding creation of Govt. e-mail id to the System Department latest by 24-03-2023. The process to apply for the Govt. e-mail id is as under:-

- Go to the DDA's new website->Employee corner->E-office Learning Management System (LMS)
- Fill and send the required data for account creation/amendments as per the "Instructions for Filling Data for Account Creation on E-Office" (copy enclosed) to ddaeoffice@dda.org.in using mail ID of reporting/controlling officer of the user.

This may be accorded "TOP PRIORITY".

Encls: As above.

[Signature]
15/03/23

(Pankaj Kumar Bhagat)
Dy. Director (PMIS)

[Handwritten initials]

Copy to:-

- Commissioner (P), DDA; for kind information
- Director (P)-I, DDA; for kind information
- Dir.(Hort.) SE/NW, DDA with the request to direct all concerned reporting/controlling officers to send the requisite information at the earliest.
- Director (Systems) with the request to upload the Circular in Employee Corner of DDA's new website.
- All Reporting/Controlling officers.
- E-Office Team (NIC Officials)
- Notice Board (Vikas Sadan, Vikas Minar)
- All concerned officials.

24/3/23

[Handwritten signature]



DELHI DEVELOPMENT AUTHORITY

SOP for DDA: <dda.gov.in> Mail ID Creation/Amendment

- ✓ All Mail ID creation/amendment requests shall be sent to ddaeoffice@dda.org.in using <dda.gov.in> mail ID of **reporting/controlling officer** of the user.
- ✓ Subject of the mail should contain the tag '**DDA GOV E-Mail Account Request**'
- ✓ Scan copy of ID of the applicant should be attached in the mail in which UID, Name, Designation & Department should be clearly visible.

KEY FIELDS (E-Office Employee Master Detail Template Sheet)

Designation of Employee: Title that an employee has in the organization.

Name of Organization Unit (OU): It can be either an Office or a Section. If an employee holds an office then his/her OU would be O/o Office Name and if the employee serves in a section then his/her OU would be the Name of his/her Section.

Post Name: Denotes where exactly an employee is currently posted.

Marking Abbreviation: Abbreviation that shall be used for the concerned user.

Parent OU: Name of Organization Unit (OU) of the concerned user's reporting officer.

Reporting-markingabbr.(Parent Post): Marking Abbreviation of the concerned user's reporting officer.

The following example **Dy. Director (Systems)** shall be used for reference:

- Designation of Employee : Dy. Director
- Name of Organization Unit : O/o Dy. Director(Systems)
- Post Name : Dy. Director(Systems)
- Marking Abbreviation: DD(S)
- Parent OU: O/o Director(Systems)
- Reporting-markingabbr.(Parent Post): Dir(S)

*Employees on contract shall make sure that they provide their **Date of end of Contract** in the *Date of Retirement* field.

