



**DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE COMMISSIONER (PERSONNEL)**

No.: PERS/PACP/0006/2020/F1/POL-AD-PC(P)-Part(1)/128 Date: 20/07/2021

**ORDER**

A committee comprising the following members is hereby constituted for preparation of basic employees' database for implementation of E-HRMS in DDA.

- |  |   |             |
|--|---|-------------|
| 1. Director (Pers.)-II   | : | Chairperson |
| 2. Dy. Director (Pers.)-CR Cell  | : | Member      |
| 3. An officer of the rank of Dy. CAO,<br>having the control of pay-roll database,<br>to be nominated by CAO, DDA | : | Member      |
| 4. Asstt. Director (PMIS)  | : | Member      |
| 5. Shri Abhilash Agarwal, AD (Sys.)  | : | Member      |

The terms of reference for the committee will be as under:-

1. Prepare basic employees' data from PMIS, APAR and Pay-roll database.
2. Get the extracted data verified / updated for factual correctness.
3. Get the employees' data uploaded on E-HRMS to create employees' database.
4. Update the Leave opening balance to start the Leave Module.

This issues with the prior approval of Competent Authority.

  
(Vineet Jain) 20/7/21

**Commissioner (Personnel)**

Copy to:

1. Chief Accounts Officer, DDA, with request to nominate an officer of the rank of Dy. CAO having access to the Pay-roll database of DDA employees.
2. Director (Pers.) – II
3. Dy. Director (Pers.)-CR Cell
4. Asstt. Director (PMIS)
5. Shri Abhilash Agarwal, AD (Sys.)