



**DELHI DEVELOPMENT AUTHORITY
POLICY & COORDINATION (PERSONNEL)**

No.: PERS/PACP/0006/2020/F1/POL-AD-PC(P)-Part(2)/127 Date: 20/07/2021

CIRCULAR

Sub: Implementation of E-HRMS in DDA : Operationalisation of Leave Module – reg.

The Electronic Human Resources Management System (E-HRMS) developed by National Informatics Centre (NIC) is scheduled to be implemented in DDA. The said system will be monitored by the PMIS Section of the Personnel Department.

In this context, in order to operationalise the Leave Module of E-HRMS, it is required to enter into the system the record of Casual Leaves (CLs) availed by the employees since the start of this calendar year. As such, the branch heads / controlling officers in all the departments are requested to furnish the said information in the following format to the PMIS Section.

S. No.	Name of the employee	Designation	Unique ID	No. of CLs availed in 2021

All the HODs are requested to bring this to the notice of all the officers / officials under their control.


(Vineet Jain) 20/7/21

Commissioner (Personnel)

All the HODs, DDA

Copy to:-

1. Directors (Pers.) – I & II
2. Asstt. Director (PMIS)