Most Immediate

DELHI DEVELOPMENT AUTHORITY
OFFICE OF DIRECTOR (PERSONNEL)-II

No. PS/Dir (P)-II/2021/39

Dated: 30|09|2021

CIRCULAR

Subject: - Verification of employee details by employees of Personnel Branch, P&CP and Vigilance Department in the EHRMS application.
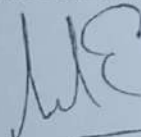
In continuation with the circular no. PS/Dir(P)-II/2021/27 dated 02/08/2021 and circular no. PS/Dir(P)-II/2021/32 dated 16.08.2021 issued by the Director(P)-II for the verification of the employee details entered by scanning agency in the EHRMS application as available in the service books. In view of the above, department wise schedule of verification process is as follow:-

Personnel Branch – I, II, III, IV	1.10.2021, 4.10.2021 and 5.10.2021
P&CP	6.10.2021
Vigilance Department	7.10.2021 and 8.10.2021

Venue: - Room No. F-4, B Block, Ground Floor, Vikas Sadan, INA, New Delhi-110023

The following procedures will be followed by the scanning agency and the respective employee:-

1. All the details will be entered by the Agency in the EHRMS application as available in the Service Book.

2. Each employee will check the details entered by the Scanning Agency in EHRMS application and pin point the discrepancy, if any, and will get it updated as per the details available in the Service Book.

3. If the Scanning Agency asks for any certificate/Proof for updating any information in the EHRMS application related to Educational Qualification etc, the employee should provide the same to the agency for scanning and ensure that after scanning it is collected then and there itself. No original document should be retained by the agency.

4. In case of non-availability of dates of availing the LTC in the Service Book, the agency shall enter the last date of the block year of LTC as available in the Service Book. If the LTC has not been availed by the employee, then the dates shall be kept blank. If the employee is able to provide the actual dates of LTC, that will be entered in the Service-Book.

5. The Unique ID of DDA shall be entered by the Scanning agency from the I-Card of the employee.

(I.M.KHAN)
DIRCTOR (PERSONNEL)-II

Copy to
1. O.S.D to V.C/F.M, DDA
2. PS to CVO
3. PS to Director (P)- I/ II
3. DD (Systems) with the request to upload the same on the DDA's website.
4. DD- PB-I/PB-II/PB-III/PB-IV/P&CP/Vigilance
5. Notice Board- Vikas Sadan, Vikas Minar.
6. E.O. Book/Guard File.