DELHI DEVELOPMENT AUTHORITY

(SYSTEMS DEPTT.)

No. SYS/F6/0002/2019/DD/-O/o DD(Systems II) /||00.   Date : 16.08.2019

E-OFFICE CIRCULAR

Sub : Designation of dedicated office of Personnel Deptt. for Employee Data Management on E-Office

PMIS section of Personnel Deptt. has been made responsible for Employee Data management in E-Office. Various officers of PMIS section have already been imparted training for the same.

From the date of this circular all requests regarding the below mentioned activities shall be taken care by PMIS section of Personnel Deptt. :

1. Account creation for E-Office
2. Transfer/Posting of an Employee
3. Retirement of an Employee
4. Dismiss/Removal of an Employee
5. NOC at the time of leaving DDA
6. E-Office Master updation for DDA

Systems Deptt. will assist PMIS for any required support. This issues with the approval of Pr.Commr.(System) in E-Office.

(V.S Tomer)

Director (Systems)

CC:-

1. PS to Pr.Commr(Systems) for kind information of the letter
2. Commissioner (Personnel)
3. Director(Personnel-I)
4. Director(Personnel-II)
5. E-Office Notice Board
6. DDA Website Notices