



दिल्ली विकास प्राधिकरण  
DELHI DEVELOPMENT AUTHORITY  
नीति एवम् समन्वय (कार्मिक)  
POLICY & COORDINATION (PERSONNEL)  
सप्तम तल ,ब्लॉक-बी ,विकास सदन ,नई दिल्ली  
7<sup>th</sup> Floor, Block-B, Vikas Sadan, New Delhi

No.: PERS/PACP/0006/2020/F1/POL-AD-P C(P)/63

Date: 01/04/2021

**CIRCULAR**

**Sub: Application for Leaves through electronic mode– reg.**

The undersigned is directed to convey the decision of the Competent Authority that all the **Group 'A'** officers of the Authority shall, with effect from 1<sup>st</sup> April 2021, apply for all kinds of leave only electronically **through e-HRMS** Portal.

(I.M. Khan)  
Director (Pers.) – II

**All the HoDs, DDA**

Copy for information to:-

1. OSD to VC, DDA
2. PS to Pr. Commissioner (Pers.)
3. PS to Commissioner (Pers.)

Copy for necessary action to:-

1. Director (Systems) with request to upload the Circular on DDA's website and e-Office Notice Board.