

**DELHI DEVELOPMENT AUTHORITY
PERSONNEL MANAGEMENT INFORMATION SYSTEM CELL
VIKAS SADAN, NEW DELHI-110023**

No. F 11(Misc)/Corr./18/PMIS/e-HRMS/ 11

Dated : 29.11.2021

CIRCULAR

Sub: Leaves application through e-HRMS portal for Group-A & B and C employees.

Please refer to circular No. F 11(Misc)/Corr./18/PMIS/e-HRMS/10 dt. 17.11.2021 issued by Director (P)-II regarding "Leaves application through e-HRMS portal" for Group-A, B & C employees. With the approval of Vice Chairman, DDA, it has been decided that all the Group-C employees will also apply for leaves through e-HRMS portal if their e-HRMS account has been created. **All the Groups-A & B officers/ officials of DDA shall continue to apply for all kinds of leaves electronically through e-HRMS portal. For Group A & B, leave work flow is already defined.**

In this regard, all the Branch/ Department Heads are requested to ensure that officers/officials of Group-A & B under their control should apply all kinds of leaves **mandatorily through e-HRMS applications only failing which the leave may not be sanctioned by leave sanctioning authority** and also direct all the Group-C employees to start/ update their e-HRMS account by 31st December, so that they can also operate before issuance of next circular regarding mandatorily leave application through e-HRMS portal for Group-C.

Please refer to the Brochure, User Manual & Training Videos link in e-HRMS portal for understanding the working of modules.

Instruction for officers/officials to login in e-HRMS portal:

1. Visit "ddaehrms.org.in".
2. Click on "USER LOGIN".
3. Enter "User Name" and "Password".
e.g. User Name : Your official "GOV / NIC" email ID.

Or

your e-Office username with suffix "@dda.gov.in" or "@nic.in".

e.g. If your e-Office User Name is "abc121" then your e-HRMS login may be "abc121@dda.gov.in" or "abc121@nic.in".

Or

If your e-office user name have ".dda" suffix at last then firstly remove suffix ".dda" then add suffix "@dda.gov.in" or "@nic.in".

e.g. If your e-Office User Name is "abc121.dda" then your e-HRMS login may be "abc121@dda.gov.in" or "abc121@nic.in".

Password : Same as your e-Office Password.

4. Click on "OTP on Mobile".
5. Click on "Next" Button.
6. Enter OTP received on your register mobile number.

7. Click on "Next" Button.
8. Click on "Employee" Button.
9. Click on "Leave" module button.
10. Employee's "leave records" and "leave work flow" will be shown on this page.
11. If employee's "leave work flow" is not correct or is changed due to transfer/Posting/Promotions then employee should contact his/her respective establishment branches (Salary processing branch of Accounts Department) for updation of "leave work flow" i.e. Reporting Officer, Controlling Officer and Admin (i.e. AAO of established Branch).
12. After proper "leave work flow", employee can apply leave by clicking on "Apply leave" link on left side menu.

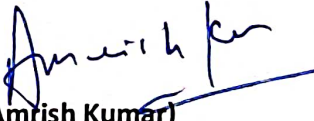
If officers/ Officials still face any problem in e-HRMS login, they can visit the verification Centre, Room No. F-4, B Block, Ground Floor, Vikas Sadan, INA, New Delhi-110023 for verification & authentication.

For any query, employee can contact on below mentioned numbers :

1. Smt. Varsha Sharma, Rollout Support Engineer, NIC : +91-70153 51943
2. Sh. Prant Chaudhary, Support Engineer, NIC : +91-97287 56676
3. Land Line (PMIS Cell) : +91-11 2466 1165

All HODs are requested to ensure for strict compliance, Please.

This issue with the approval of competent authority.


(Amrish Kumar)
Director (P)-II

All the HODs, DDA

Copy to:-

1. OSD to Vice-Chairman, DDA
2. PS to FM/EM/Pr. Commissioner (P), DDA
3. PS to Commissioner (P), DDA
4. Director (P)-I, DDA
5. Director (System), DDA with the request to upload the same on the DDA's website
6. Dy. Director (PMIS)

Dy. Director (PMIS)