

Delhi Development Authority

Request for change of designation/name for a particular Unique-ID for DDA regular employee to be sent through concerned DDO in the following format:

1. Employee Unique-ID :

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2. Name of Employee :
3. Father/Husband Name :
4. Designation (Previous) :
5. Designation (Current) :
6. Date of Current Designation :
7. Name of Employee(Old) :
8. Name of Employee(Current) :

This is certified that current designation/ name pertaining to above Unique-ID has been changed in the payroll database and same may be changed in Biometric Time Attendance System.

Date:

Signature & Stamp

Name of the Concerned DDO:

Designation:

Location: