



# North Delhi Municipal Corporation

Office of Additional Director (IT)  
Information Technology Department  
24<sup>th</sup> Floor, Dr. S.P. Mukherjee Civic Center  
J.L.N Marg, New Delhi 110002



No.Addl.Dir(IT)/2022/D-2521

Dated : 26-04-2022

## Subject: Standard Operating Procedure for obtaining BMID from IT Department

Consequent upon the approval of Commissioner, North DMC for streamlining the issues for generation of BMID (Biometric ID) for the municipal employees.

In this regard, Since the IT Department flooded with multiple requests for generation of BMID's. Therefore, IT Department is pleased to Issue direction SOP for obtaining and generation of BMID's for municipal employees as per the following criteria:-

### **Approval Process**

<b>Signing Authority</b>	All the requests sent to IT Department must be duly signed and stamped approved by the DC and Zonal AC of the Zone with duly verification by Zonal DCA's.
<b>Document Required</b>	The following set of documents must be attached in the file duly approved by the Zonal DCA's 1) BMID Form 2) Officer Order (Joining) 3) Age Proof (Adhaar Card/ Pan Card)
<b>Approval Committee</b>	The following officers were designated as committee members for scrutiny of the BMID requests. After the recommendations of the committee members the necessary action in this regard will be taken. 1) DCA (HQ) 2) AC (IT) 3) AO (HQ)

Further, all the departments under North DMC are directed to follow the above procedure for the issuance of BMID's.

**Shashanka Ala - IAS**  
**Additional Director (IT)**

### **Copy To:**

1. All HOD's
2. All DCA's HQ / Zonal
3. All Zonal ADC/ ACs

### **Copy for Information:**

1. Secretary to Commissioner for kind information to Commissioner, North DMC
2. Additional Commissioner (DEMS/IT)
3. Additional Commissioner (Engineering)
4. Additional Commissioner (Finance)
5. Deputy Commissioner's of all zones.