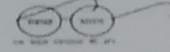


## REMINDER-2



SOUTH DELHI MUNICIPAL CORPORATION  
Information Technology Department  
24th FLOOR, DR. SPM CIVIC CENTRE  
J.L. NEHRU MARG, NEW DELHI-110002



No. DIR/SDMC/DIT/D- 1232

Dated:-23/03/2022

### Sub: Creation of DDO Login for data capturing for ID Card Purpose Reg.

Reference is invited to circular dated 23.09.2021 & 17.11.2021 (Copy enclosed), requesting all DDOs for providing the details of DDO for creation of DDO login for ID-Card portal.

As per records available, about 200 DDO IDs only have been created for sharing employee data for printing of ID-Cards. However, employee data in respect of all employees have not been received from those DDO IDs.

It is therefore requested that those DDOs who are yet to get their IDs created, may do urgently by providing required details mentioned in the earlier circulars mentioned above. Further, those DDOs whose IDs have already been created, may ensure that employee data in respect of all employees are uploaded on the portal <https://idcard.sdmc.online> using the unique ID & Password, so that ID Cards of all employees may be printed.

Any query / technical issue may be sent to: [idcard-sdmc@mcd.nic.in](mailto:idcard-sdmc@mcd.nic.in)

*Antony P*  
*m. the...*  
23/03/22  
**AO (IT)**

To,

- All DDOs

Copy for kind information to:

1. PS to Commissioner, SDMC
2. Addl. Commissioner (IT), SDMC
3. Director (IT), SDMC
4. All HoDs, SDMC
5. Caretaker, SDMC