No. DIR/SDMC/DIT/D- 560   Dated:-23/09/2021

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

    I am directed to inform that the competent authority has approved the proposal for supply of graphic quality PVC cards customised printing at both sides with QR code for the employees of South Delhi Municipal Corporation.

For getting the ID card printed, all DDOs are required to submit the relevant data of the employees online through unique login ID and Password which will be generated by IT Department. For this purpose all DDOs are requested to submit the following details from the official email ID of the concerned DDOs to idcard-sdmc@mcd.nic.in .

      DDO Name-
      DDO ID- (example ddo_10367)
      Department Name-
      DDO official email ID-
      DDO Mobile Number-

IT Department will create unique login id and password & share the same on the official email id of the DDO concerned. The DDO may fill the employee details online by logging in to separate portal i.e https://idcard.sdmc.online . Detailed instructions for filling up the details are available on the portal. Since the data once submitted cannot be edited, utmost care may be taken while filling up the data and the same may be reviewed before final submission.

                                            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.