

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(LABOUR DEPARTMENT)  
5-SHAM NATH MARG, DELHI-54**

**CIRCULAR**

Please find enclosed herewith a copy of circular. No. PA/DS/IT/2010/5581-86 dated 05/7/10 received from Special Additional Secretary (IT), Department of Information Technology, Govt. of NCT of Delhi, 9<sup>th</sup> level B-Wing, Delhi Sectt., I.P. Estate, New Delhi-110113, with the request to update the required documents and information given in the enclosed circular and the same are to be inspected by the visiting team in this department on **25/8/2010.**

Encls: as above

  
**(BIJANDRA SINGH)**

**Assistant Labour Commissioner (Co-Ordination)**

- 1 ALL DLCs,  
Labour Department, Delhi
  - 2 All Branch Incharges, (HQ)  
Labour Department, Delhi
- 

No. F-1/31/642/LC/Estt/Misc/10/ptfile-II/2020

Dated :- 21/07/2010

**Copy for information to :-**

- 1 P.S. to Labour Commissioner, Labour Department, Delhi.
- 2 P.A. to Spl. Commissioner (Labour), Labour Department, Delhi.
- ✓ 3 Asstt. Programmer (EDP Cell), with the request to upload the said circular on the website of this department.

  
**Assistant Labour Commissioner (Co-Ordination)**

324

58/c

Government of NCT of Delhi  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
9<sup>th</sup> Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002

No. - 84 DS/IT/2010/5581-86

Dated:- 5/7/10

**CIRCULAR**

1. Chief Secretary, Delhi vide Order dated 19th April, 2010 had directed for implementation of Transfer/Posting and ACR modules compulsorily w.e.f. **1st May 2010**.

2. A Circular dated 15th June, 2010 was issued to all HODs to get the employees' data verified and updated in the system using the information available in the Service Book of the employees by head of offices. Copy of the circular dated 15th June, 2010 is enclosed as

Annexure I.

3. For handholding of Departments, a team of two members will make field visit to the Departments and interact with HOOs about the action taken and status of uploading of data.

4. The team will comprise following members:

- a) Virender Arora, Principal Consultant, SEMT, Dept. of IT, GNCTD  
Shirshak N, NIC, Delhi Secretariat, Delhi

5. Schedule of the visit of the team is enclosed as Annexure-II.

6. A daily report will be submitted by team to Chief Secretary, Delhi

(Deepak Virmani)  
Additional Secretary, IT

Encl:

As above

1. All HODs, GNCTD

2. Virender Arora, Principal Consultant, SEMT, Dept. of IT, GNCTD

3. Shirshak N, NIC Delhi

Copy to:

1. PS to Chief Secretary, GNCTD

2. PS to Secretary (IT), GNCTD

3. SIO Delhi, NIC

Urgent  
Necessary action please.

OS(A) R. Arulathe  
16/7/2010



## Annexure - I

Government of NCT of Delhi  
DEPARTMENT OF INFORMATION TECHNOLOGY  
9<sup>th</sup> Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002

No. F10(168) / 2010/IT/Tech / 5037-40 Dated:- 15/6/10

### CIRCULAR

This is in continuation of Order No.F.10(168)/2010/IT/Tech/3360-76 dated 19.4.2010 of Chief Secretary, Delhi regarding implementation of **Transfer/Posting and ACR Modules** in Personnel Information System (PIS) [on electronic platform] developed by NIC.

#### I. **Training Schedule**

Necessary training has been imparted to the concerned Departments and to the Cadre Controlling Authorities. Another training programme for concerned Departments has been scheduled and same is enclosed as **Annexure-I**.

#### II. **Data Entry**

(i) It is seen that basic particulars like name, date of birth etc of some of the employees as entered by Cadre Controlling Authorities requires to be cross checked and verified by Head of Offices from the Service Book of employees.

(ii) It is accordingly requested that all the Head of Offices shall verify the following particulars of every official/officer who is drawing salary from the concerned Department after seeing and confirming particulars from Service Book:-

- Name of the officer/official
- Date of Birth of the officer/official
- Father's name
- GPF Account Number

#### (iii) **ACR Module**

Heads of Offices are also requested to update the ACR Module for a period of five years i.e. 2005-2006, 2006-2007, 2007-2008, 2008-2009 and 2009-2010 so that the



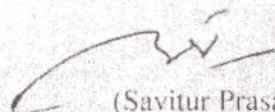
5115  
1142  
ACRs which have not been filled by Reviewing/Reporting Officers can be taken up accordingly.

III. The above task may kindly be completed in a period of 15 days from the receipt of this **Circular**.

IV. Departments may contact Shri Jitender Kumar, Technical Director, NIC, [Mo. No.9868202772, 011-23392184] or Shri Vifender Arora, Principal Consultant, Govt. of Delhi [Mo. No.9999890083] for any clarification.

V. The procedure for implementation was already circulated vide Order of Chief Secretary, Delhi issued vide No. F.10(168)/2010/IT/Tech/3360-76 dated 19.4.2010.

This may kindly be taken up on **TOP PRIORITY**.

  
(Savitir Prasad)  
Secretary (IT)

To

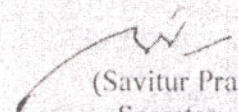
All Pr.Secretaries/Secretaries/  
Heads of Departments of  
Govt.of NCT of Delhi.

Encl:- As above.

No.

Dated:-

Copy for kind information to PS to Chief Secretary, Delhi.

  
(Savitir Prasad)  
Secretary (IT)