GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRADE & TAXES
VYAPAR BHAWAN: NEW DELHI
(Administration Branch)

Sub.: Implementation of New Module for Personnel Management-Regarding.

Please find enclosed herewith the Circular bearing No.F.III/33/CT&T/Estt./ P.F./13861 Dt. 14.12.2011 with the list of Nodal Officers for implementation of New Module for Personnel Management for further necessary action at your end.

(DINESH SINGH) 14/12/11
AVATO(ADMN.)

No.F. III/33/CT&T/Estt./P.F. 13862-66   **Dated:** 14.12.11

Copy forwarded for information and necessary action to:
1. PS to Commissioner, VAT.
2. PS to Spl. Commissioners/Addll. Commissioners/Jt. Commissioners,
3. Trade & Taxes.
4. All VATOs/AVATOs/Ward Incharges./Branch Incharges.
5. AVATO (Systems), IT Branch, Deptt. of Trade &Taxes with the request to up-load the circular in the system module.
6. Guard file

3004/EDP
15/12/11 Pl upload.
AR(Env)

GOVERNMENT OF NCT DELHI
DEPARTMENT OF TRADE & TAXES
VYAPAR BHAWAN, NEW DELHI

No.F III | 33) CT4T | GM) | F | 13861   Dated: 14,12·1)

CIRCULAR

Sub: Implementation of New module for Personnel Management- Regarding

In order to streamline the utilization of manpower in the Department, a new module for Personnel Management has been developed. This module has the facility for internal transfers, relieving, joining, charge assignment, daily attendance report etc.

The new application can be accessed on the following link locally:

http://150.1.12.204/dvat

All the officers and officials have been assigned 6 digit employee ID in this module. Numeral 2 has been prefixed to the existing 5 digit employee ID of all officials for the purpose of creating new 6 digit employee ID.

All officers and officials will be issued two passwords for working in this module. First password will be a login password which will allow access to the module and also allow the user to perform some common, non sensitive tasks. Second password will be an approval password, which will allow the user access to sensitive and statutory tasks, based on the authorization allowed to the user. All officers and officials shall furnish an undertaking regarding maintenance of secrecy of the passwords.

Henceforth, all transfer/ posting orders will be issued by the HR branch through this module. All officers are requested to order relieving/ joining of officers/ officials working under their control through this module only.

Some officers/ officials have been designated to generate the passwords of all the officers and officials posted in the wards/ branches assigned to them. List of these officers/ officials is enclosed herewith. All the officers/ officials mentioned

in the list are directed to contact Sh. Raj Kumar, Programmer, EDP branch to get their passwords generated. All these officers/ officials are directed to maintain a record of passwords generated by them in specified format.

Further, in each ward/branch, an officer/ official has been assigned the charge of NO (Nodal Officer). All such officers/ officials are requested to do the following:

1. Login using your new ID i.e 2 followed by existing 5 digit employee ID and password.
2. Go to link Current Charge and choose-NO
3. Go to EIS menu and choose "Attendance"
4. Submit the attendance status of all officers/ officials listed in the Attendance Report before 10.00am on every working day.
5. In cases where the name of an officer / official not posted in a ward/ branch figures in the attendance report, the Ward In-charge/ Nodal Officer concerned should mark his/ her attendance status as "Not posted in this office"
6. In cases where the name of an officer / official posted in a ward/ branch does not figure in the attendance report, the nodal officer should mention the employee ID (2 followed by existing 5 digit employee ID) of all such employees in the link on the attendance report page.

In addition to the above, all officers and officials are requested to login and check their personal details available under the link "Employee Details". In case there is any anomaly in the personal details, designation etc of an officer/ official, the concerned officer/ official should select the option "Edit employee details" and submit the correct details online. The changes will be updated in the database after the correction is verified by the HR Branch.

This issues with the prior approval of the Commissioner, Trade & Taxes.

Mr 14/12/11
(RAJESH KUMAR)
JOINT COMMISSIONER (HR)

LIST OF VATOs/AVATOs NODAL OFFICERS

Branches	VATOs/AVATOs	I.D.No.
KCS	Sh. Anil Sirohi, VATO(KCS)	214282
Audit	Sh. Lalit Mittal, AVATO(Audit)	214246
Enforcement-II	Sh. Ravinder Singh, AVATO(Enf-II)	214288
Enforcement-I	Sh. Lalit Kumar Jain, AVATO(Spl. Cell)	214113
Special Cell		
Pr. Branch of CVAT	Sh. Rajesh Kumar, AVATO(Admn.)	214174
Administration Br.		
Accounts Br.		
C.C. Cell		
Vigilance Br.	Sh. Virender Kumar, AVATO(Coordination)	214440
Coordination Br.		
Policy & RPS		
CFC & Form Br.	Sh. Raj Kumar, AVATO(CRC)	214314
CRC		
RCR	Sh. Prashant Raghav (Spl. Zone), AVATO	214038
L&J		
Library		
F.M./R&I		
System/EDP/TPS		
Exim Cell		
Special Zone		
Other Misc. Branches		
Zones		
Zone-1	Sh. Trilok Sharma,AVATO(Ward 5)	214263
Zone-2	Sh. Birender Kumar, AVATO(Ward 14)	214208
Zone-3	Sh. Atul Ramchairy, AVATO(Ward-28)	214495
Zone-4	Sh. Ajay Kumar Sinandi, AVATO(Ward 37)	214576
Zone-5	Sh. Pankaj Bhatnagar, VATO(Ward 46, 47)	214689
Zone-6	Sh. Neeraj Dhawan, VATO(Ward 57)	214704
Zone-7	Sh. Kuldeep Singh Dhama, AVATO(Ward 64)	214287
Zone-8	Sh. Abdul Matin, AVATO(Ward 77)	214561
Zone-9	Sh. Anil Ghidiyal, VATO(Ward 84)	214583
Zone-10	Sh. Rajveer Singh, AVATO(Ward 99)	214315
Personal Branches	**PS/PA**	
Special Commr.-I	Ms. Saroj Sudhir	214019
Special Commr.-III	Ms. A.G.C. Balaji	213983
Special Commr.-IV	Sh. G.S. Bisht	213977