

6/31

**DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002  
(COMPUTER CELL)**

F.56(320)/DSW/CC/166/2015/ 19889-949

Dated:

23 NOV 2015

**MINUTES OF MEETING**

Sub: **Minutes of the Meeting under the Chairmanship of Secretary (SW) at 10:30 AM on 20/11/2015 regarding implementation of eOffice & Human Resource Management System.**

A meeting was convened in the chamber of Secretary, Department of Social Welfare, Govt. of NCT of Delhi on 20/11/2015 at 10:30 AM regarding following subject:-

- (i) Assessment of no. of pages of files to be scanned in r/o all offices of department for eOffice implementation and
- (ii) Data for implementation of Human Resource Management System (HRMS) which is being developed by Computer Cell, HQ.

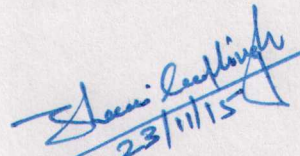
The officers as mentioned at Annexure-I attended the meeting:-

The following decisions in the meeting are taken:-

- (i) All offices in-charges of Social Welfare Department will submit the information viz. no. of pages of files to be scanned in r/o all offices of department by 23/11/2015 04:00 PM as the date of implementation of e-Office is 01/12/2015.
- (ii) All employees data by all offices in-charges of Social Welfare Department, will be submitted by 23/11/2015 04:00 PM.
- (iii) Computer Cell, HQ would submit the list of offices from which both the above information (point no. (i) & (ii)) are not received by 23/11/2015 12:00 PM.
- (iv) All the eOffice user would operate their name based NIC e-mail ID received over mobile phones and in the case the same is not received by them, Computer Cell, HQ shall be contacted immediately. All office in-charge shall also check their e-mail account regularly.

The meeting ends with the vote of thanks to the Chair.

This issues with the prior approval of Director (SW).

  
(Shailendra Singh)  
Assistant Programmer

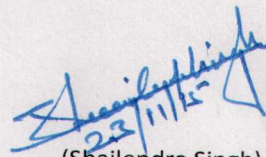
Enclosure:- Attendance Sheet as mentioned above.

**Copy to:-**

1. All In-charges of Headquarters' Branches/District Offices/Homes/Institutions of Department of Social Welfare, GNCTD.

**Copy for information to:-**

1. PS to Secretary, Department of Social Welfare, GNCTD.
2. PS to Director, Department of Social Welfare, GNCTD.
3. PA to Addl. Director, Department of Social Welfare, GNCTD.

  
(Shailendra Singh)  
Assistant Programmer



DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF INDIA  
GLASS COMPLEX, DILI GATE, DELHI-110002  
(COMPUTER CELL)

23 NOV 2015

Time

14:28-14:44

MINUTES OF MEETING

Meeting of the Computer Cell was held on 23rd Nov 2015 at 14:28 in the Glass Complex, Dili Gate, Delhi-110002.

The meeting was presided over by the Secretary, Department of Social Welfare, Govt. of India.

- (i) A statement of the progress of the work of the Computer Cell was presented.
- (ii) A statement of the progress of the work of the Computer Cell was presented.
- (iii) A statement of the progress of the work of the Computer Cell was presented.

The meeting ended with the vote of thanks to the Secretary.

The following resolutions were passed:

- (i) All officers of the Computer Cell should submit their reports by 15th Nov 2015.
- (ii) All officers of the Computer Cell should submit their reports by 15th Nov 2015.
- (iii) All officers of the Computer Cell should submit their reports by 15th Nov 2015.
- (iv) All officers of the Computer Cell should submit their reports by 15th Nov 2015.

The meeting ended with the vote of thanks to the Secretary.

The following resolutions were passed:

- (i) All officers of the Computer Cell should submit their reports by 15th Nov 2015.
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Copy for information of the Secretary, Department of Social Welfare, Govt. of India.

Copy for information of the Secretary, Department of Social Welfare, Govt. of India.

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for assessment of

Meeting Regarding HRMS & files pages of eOffice implementation**ATTENDANCE SHEET**20/11/2015 10:30  
AM

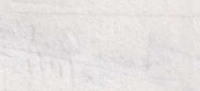
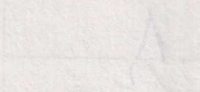

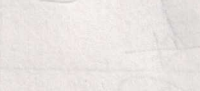
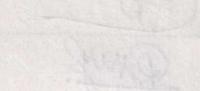
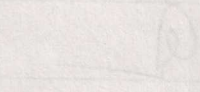
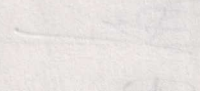
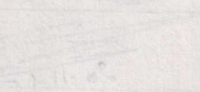



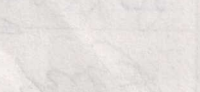

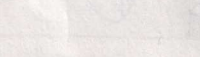
S.No.	Name of the officer with Designation	Office (Distts./Deptts.)	Mobile Nos.	Signatures
1.	Shanendra Singh Asstt. Programmer	Computer Cell H.C.	8826604177	<i>Shanendra Singh</i> 20/11/15
2.	P. Ananda Rao	DO NW I & II	9968303570	<i>P. Ananda Rao</i>
3.	SANJEEVA K.R.	DD (Estate)	9811274488	<i>Sanjeeva K.R.</i>
4.	Krishan 18	DD (Smt. Bures)	9868416983	<i>Krishan 18</i>
5.	M.J.N. Tudu	DO (N.E) SW	9910096489	<i>M.J.N. Tudu</i>
6.	H.K. Azma	Ad.	9818694038	<i>H.K. Azma</i>
7.	Ramesh chandra Maurya	old Age Home Bindapur	9868549891	<i>Ramesh chandra Maurya</i>
8.	Ruchir A. Khaw WO	Estate - DSW	9968239261	<i>Ruchir A. Khaw</i>
9.	Jai kish Singh Nagre	R.C.L. complex	9868241212	<i>Jai kish Singh Nagre</i>
10.	Ashok Kumar	U.D.C. (Wig. Br)	9958271284	<i>Ashok Kumar</i>
11.	Dr. Mahesh Sharma	DO - South Deptt. of Social welfare	9868538816	<i>Dr. Mahesh Sharma</i> 20.11.15
12.	Blawesh Ch. Hesa. Superintendent	Social Defence Deptt. of Social welfare	9891183844	<i>Blawesh Ch. Hesa.</i> 20/11/15
13.	Shiv Narayan Sg	Ashadeep.	9810726239	<i>Shiv Narayan Sg</i>
14.	DR RACHNA BHARDWAJ	ASHA KIRAN, ANANTIKA	9013270158	<i>DR RACHNA BHARDWAJ</i>
15.	Surash Kumar	HMRP (A+ch) Ash, Kiran	9871493481	<i>Surash Kumar</i>
16.	Ayushman Masoo	DSWO North	9812837471	<i>Ayushman Masoo</i>
17.	ANANT MOHAN PANDAY	Suball HLTB, Thalimbar	9591653540	<i>ANANT MOHAN PANDAY</i>
18.	ASIM K. SINGH	DD (Admin) I DD (Lit.)	9818343884	<i>ASIM K. SINGH</i>
19.	Kuldeep Singh	DD (Lit.)	9870626361	<i>Kuldeep Singh</i>



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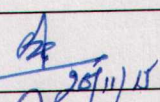
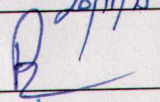
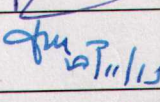
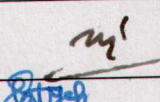
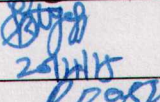
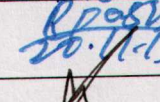
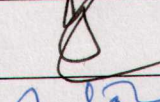
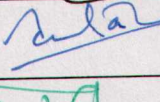
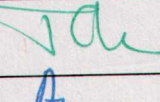
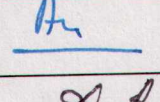
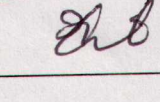
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20/7/2012

Signature	Mobile No.	Office (Branch / Dept)	Name of the officer with	S. No.
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	988032241	...	...	2
	988032241	...	...	3
	988032241	...	...	4
	988032241	...	...	5
	988032241	...	...	6
	988032241	...	...	7
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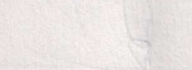
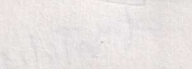
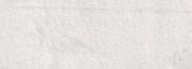
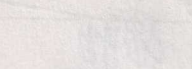


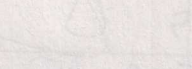

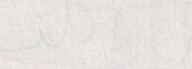
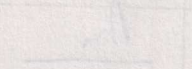

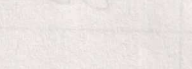
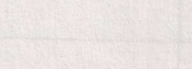
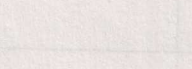
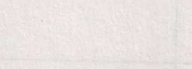


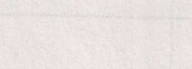


## ATTENDANCE SHEET

S.No.	Name of the officer with Designation	Office (Distts./Deptts.)	Mobile Nos.	Signatures
1.	Balbir Singh	CPO / Principal	991104852	
2.	Pankaj K Verma	SSSB. K.C. RCGB & GSSSB	9868250705	
3.	A. Madhvan	DD / District In-charge	9013270156	
4.	महेश कुमार	आर/प्र/अ	9818184564	
5.	S.K. Tyagi	DD (PIG/RTI PMS)	9871289865	
6.	R.C. PASWAN	SMRC Manager Vihav/NBSI	995845281	
7.	X. A. SIDDIQUE	KCC/HMB(D)	9868253595	
8.	Vineeta Sharma	supdt. Bhabhali Ranch Bhabhali	9990244465	
9.	Rajeev Saxena DSWO	DSWO(E)	9911106164	
10.	Arin Kapur	DO (Central) DO (N.D.)	9911817999	
11.	SAVITA	Dy. Quetta RPS VAC. Ss. School	9811029923	
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				



# ATTENDANCE SHEET

S.No.	Name of the Officer with Designation	Office Hours (Deptt.)	Mobile No.	Signature
1	Mr. J. K. Singh	10:30 AM to 12:00 PM	9876543210	
2	Mr. P. K. Singh	12:30 PM to 2:00 PM	9876543210	
3	Mr. R. K. Singh	2:30 PM to 4:00 PM	9876543210	
4	Mr. S. K. Singh	4:30 PM to 6:00 PM	9876543210	
5	Mr. T. K. Singh	6:30 PM to 8:00 PM	9876543210	
6	Mr. U. K. Singh	8:30 PM to 10:00 PM	9876543210	
7	Mr. V. K. Singh	10:30 PM to 12:00 AM	9876543210	
8	Mr. W. K. Singh	12:30 AM to 2:00 AM	9876543210	
9	Mr. X. K. Singh	2:30 AM to 4:00 AM	9876543210	
10	Mr. Y. K. Singh	4:30 AM to 6:00 AM	9876543210	
11	Mr. Z. K. Singh	6:30 AM to 8:00 AM	9876543210	
12	Mr. A. K. Singh	8:30 AM to 10:00 AM	9876543210	
13	Mr. B. K. Singh	10:30 AM to 12:00 PM	9876543210	
14	Mr. C. K. Singh	12:30 PM to 2:00 PM	9876543210	
15	Mr. D. K. Singh	2:30 PM to 4:00 PM	9876543210	
16	Mr. E. K. Singh	4:30 PM to 6:00 PM	9876543210	
17	Mr. F. K. Singh	6:30 PM to 8:00 PM	9876543210	
18	Mr. G. K. Singh	8:30 PM to 10:00 PM	9876543210	
19	Mr. H. K. Singh	10:30 PM to 12:00 AM	9876543210	
20	Mr. I. K. Singh	12:30 AM to 2:00 AM	9876543210	