

GOVERNMENT OF N.C.T. OF DELHI  
DIRECTORATE OF AUDIT  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

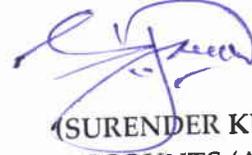
No. F.7(6)/DOA/Estt./2014/ 3302-25

Dated: 6-4-17

**Sub.: Human Resource Management System – regarding.**

Please find enclosed herewith the copy of Circular No. F.4/65/2008/S.II/1362-1363 dated 30/03/2017, received from the Dy. Secretary (Services), Services Department, with the request to bring the contents to the notice of all the DASS/Steno Cadre officers/officials for providing the requisite information by 06/04/2017 positively for onward transmission to Services Department.

**Encl.: As above.**



(SURENDER KUMAR)  
DY. CONTROLLER OF ACCOUNTS (ADMN.)  
TEL. NO. 23392427

No. F.7(6)/DOA/Estt./2014/

Dated:

Copy to: -

1. OSD to Minister of Tourism, GNCT of Delhi.
2. OSD to Chief Secretary, Delhi, GNCT of Delhi, 5<sup>th</sup> Level, 'A' Wing, Delhi Secretariat, New Delhi.
3. P.S. to Principal Secretary (Finance), GNCT of Delhi.
4. Joint Secretary [Budget/Accounts Infra/Finance (A/cs)], Finance Department, GNCT of Delhi.
5. Dy. Secretary (I/II/III/IV/V/VI), Finance Department, GNCT of Delhi.
6. Sr. A.O./A.O., Audit/LFA, Directorate of Audit, GNCT of Delhi
7. A.O./AAO (Admn), Directorate of Audit, GNCT of Delhi
8. Superintendent, Delhi Dialogue Commission/ACP Cell/ Directorate of Vigilance / Delhi Commissioner for Women, Small Savings, GNCT of Delhi.
9. PA to Controller of Accounts/DCA, Directorate of Audit, GNCT of Delhi
10. AAO/Nodal Officer, Website, Directorate of Audit, GNCT of Delhi.

(SURENDER KUMAR)  
DY. CONTROLLER OF ACCOUNTS (ADMN.)  
TEL. NO. 23392427

2

FIN/2017/6749  
30-03-17

(14/10)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT  
DELHI SECTT., 5<sup>TH</sup> LEVEL : A-WING, I.P. ESTATE, NEW DELHI  
(<http://services.delhigovt.nic.in>)

S. Singh

No. 4/65/2008/S.II/ 1362-1363

Dated: 30/03/2017

To

DC Acd/for m.?

The Head of Department Concerned  
Govt. of NCT of Delhi  
Delhi/New Delhi

Sub.: Human Resource Management System - regarding.

31/3  
S.A.O. (Acd.)

Sir/Madam,

31/3  
A.A.O. (A)

I am directed to inform that the Services Department in association with the NIC has developed a web based cadre management system namely 'Human Resource Management System' (HRMS). The primary objective of the web based HRMS is to enhance the efficiency of cadre/personnel management of DASS/Steno Cadres in Govt. of NCT of Delhi.

31/3  
A.P.  
M. P. Singh

2. I am further directed to request you to provide information on each employee of DASS/Steno cadre working in your department on or before 07/04/17, as per the annexed format.

This may be treated as 'Most Urgent'.

Yours faithfully

Encl.: As above.

(Signature)  
29/03/17

(ANOOP THAKUR)  
DY. SECRETARY (SERVICES)

No. 4/65/2008/S.II/ 1362 - 1363

Dated: 30/3/17

Copy for information & necessary action to Sh. Sanjay Kapoor, SIO, NIC, Delhi Secretariat, Delhi.

(Signature)  
29/03/17

(ANOOP THAKUR)  
DY. SECRETARY (SERVICES)

13910

3

**Pro-forma for Service Particulars of all DASS / Stenographer Cadre officials**

Name of the Department: .....

Name of the Nodal Officer:- .....

Contact No. of Nodal Officer: (Landline):- ..... FAX No:-.....  
(Mobile):- .....

Sl. No.	Name of the Officer / Official (in Capital Letters)	Cadre (DASS/Steno)	Grade/Designation	Date of Birth	Telephone Number./ Mobile Phone No.	Email ID (preferably issued by Department / NIC)	Aadhar Number *	Any other information	Signature of Official Concerned

(Signature of H  
Name of HOD/HOO

- \* Note:-
1. The Head of departments are requested to ensure seeding of Aadhar Number in Service Book of officers/officials concerned
  2. The details should be provided in descending order of hierarchy/seniority.