

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE SECY-CUM-COMMISSIONER (LABOUR)
5-SHAMNATH MARG, DELHI-110054**

F.1/31/938/LC/Estt/17

Dated :-

MEMORANDUM

It is reported by dealing assistant of cadre/staff that on repeated request and various telephonic messages to get the Employee's details for updation of HRIMS the officers/officials of this department are taking this urgent issue casually and they are not providing their latest information for updation of their basic service details on HRIMS timely.

Whereas, a circular had already been issued with format on dated 22/12/2017 (copy enclosed) for compliance of Govt. direction but no response is received in this office so far.

The HOD has taken a serious view in this sensitive and time bound matter.

All the branch and districts incharge are hereby directed to ensure that all staff working under their control submit their basic details for updation of HRIMS within stipulated time period. They are also required to submit a clearance report to this office (HQ) within three days of receipt to this communication.

**(Nita Sharma)
DLC (Admn.)/HOO**

F.1/31/938/LC/Estt/17 /410
Copy to:

Dated :- 08/02/18

1. PA to Secy-cum-Commissioner, Labour Deptt.
2. PA to Spl./Addl. LC, Labour Deptt.
3. All DLCs/ALCs/Branch Incharge Labour Deptt.
4. System analysis, Labour Department, with the request to upload on website.
5. Guard file.

**(Nita Sharma)
DLC (Admn.)/HOO**