

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT: COORDINATION BRANCH**  
**DELHI SECRETARIAT, 5<sup>TH</sup> LEVEL, 'A' WING**  
**I.P. ESTATE, NEW DELHI**

{<http://services.delhigovt.nic.in>}

No. F.10(228)/2017/Coord./ 3289-3992

Date: 20/12/2017


**Sub: Minutes of the Meeting held on 11.12.2017 at 4.00 p.m under the Chairmanship of Special Secretary (Services), GNCTD to review the progress made in data updation on HRIS portal.**

A meeting to review the progress made in data updation on HRIS portal was held under the Chairmanship of Special Secretary (Services) on 11.12.2017 at 4.00 P.M in CR-III, C-Wing, 2<sup>nd</sup> Floor, Delhi Secretariat. The list of participants in the meeting is enclosed as Annexure - I.

The Special Secretary (Services) briefed about the agenda of the meeting. He outlined the importance and likely outcomes/benefits of HRIS portal for all the departments of GNCTD for man power management. He also told that once the data base is ready, the HRIS portal/module will be linked with transfer and posting module, leave module, e-service book module, on-line vigilance clearance module, ACP/MACP/NFSG/promotion module etc., However, he told that completion of data base is paramount importance for launching/linking other modules with HRIS portal. He also told that the data updation is already going behind the schedule and emphasized the need to speed up the data updation process and requested all the nodal officers to ensure that the updation/approval process in HRIS will be completed before 31<sup>st</sup> January, 2018. Thereafter, he asked the nodal officers about the difficulties faced by them in updating the data base in HRIS module. The following points were discussed during the meeting

1. No request for further extension of time shall be entertained by the Services Department and all nodal officers were requested to complete the updation process by 31<sup>st</sup>, January, 2018.
2. The nodal officers were requested to update the database of the DASS & Steno Cadre employees on priority basis.
3. It was informed that NIC is preparing a separate module for contract employees with particular emphasis to health department needs.
4. It was informed that the 'Reporters' promoted as Adhoc DANICS may be kept under Reporter Cadre itself on the same line of Grade I (DASS) promoted as Adhoc DANICS.
5. The nodal officers were requested to send the details of transferred employees whose details have to be transferred to their new department by mail to [hris.delhi@gov.in](mailto:hris.delhi@gov.in).
6. It was informed that department itself can place the retired employees in retired employee's category without referring the details to Services department.
7. The nodal officers having regional/district level officers have requested for a separate login Id for monitoring the updation process and NIC was requested to issue separate Login id to user departments for monitoring the date updation process from their field offices.
8. Further it was informed that the nodal officers can contact the Services department through mail [hris.delhi@gov.in](mailto:hris.delhi@gov.in) or Phone no. 23392001-04 extn. 1523 at any time if they face any difficulty in updating the database in the HRIS website.

Meeting ended with a vote of thanks to the Chair.

  
20/12/17

9/27

Office of the Secretary (SW/WCD)  
Dept. of Social Welfare  
Govt. of NCT of Delhi  
DEC 2017  
Dy. No. 6640

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No. F.10(228)/2017/Coord./ 3889-3992

Date: 20/12/2017

*DSW*

**Sub: Minutes of the Meeting held on 11.12.2017 at 4.00 p.m under the Chairmanship of Special Secretary (Services), GNCTD to review the progress made in data updation on HRIS portal.**

Please find enclosed a copy of the minutes of the Meeting held on 11.12.2017 at 4.00 P.M under the Chairmanship of Special Secretary (Services), in CR-III, C-Wing, 2<sup>nd</sup> Floor, Delhi Secretariat to review the progress made in data updation on HRIS portal.

This is for further necessary action at your end.

**Encl: As above**

*[Signature]*  
20/12/17

**(D. KARTHIKEYAN)**  
**DY. SECRETARY (SERVICES)**

To,

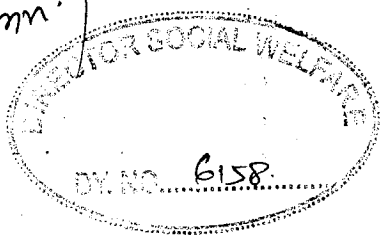
1. All the Nodal Officers (HRIS) through the HoDs concerned, Govt. of NCT of Delhi.
2. Shri A.K. Mittal, Technical Director, NIC, 3<sup>rd</sup> Level, Delhi Secretariat, I.P Estate, New Delhi.

Copy for information to:

1. PA to the Pr. Secretary, Services Department, GNCTD, Delhi Secretariat, I.P Estate, New Delhi.
2. PA to the Spl. Secretary, Services Department, GNCTD, Delhi Secretariat, I.P Estate, New Delhi.

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*D.D. (Admn.)*



*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten notes: 27-12-17, SO (A-1), Sr. Syst. Analyst, 2011-177]*



*5/30/17 27/12/17 Nodal officer*

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

F.56 (320)/DSW/CC/PIS/SW/64/2008-09/ 27911-950

Dated **29 DEC 2017**

To,

All Drawing & Disbursement Officers (DDOs)/Head of Offices (HOOs),  
Social Welfare Department, Govt. of NCT of Delhi

Subject: Regarding Record Updation & Approval on Human Resource Management  
Information System (HRIS),

Sir/Madam,

Please find enclosed minutes of the meeting held on 11/12/2017 at 4.00 P.M  
under the Chairmanship of Special Secretary (Services), GNCTD to review the progress  
made in data updation on HRIS portal.

It is requested to go through the points of the minutes of the meeting and  
complete the updation / approval process in HRIS in r/o your office before 31<sup>st</sup> January  
2018. For further queries /help in updating the database in the HRIS may contact Sr. System  
Analyst( mob no. 9015132554).

This must be treated as urgent.

  
Sr. System Analyst

Encl: As above

Copy to:-

1. Deputy Director (Admn), Social Welfare Department , Govt. of NCT of Delhi.

Copy for information to:

1. Ps to Secretary, Social Welfare Department , Govt. of NCT of Delhi.
2. Ps to Director, Social Welfare Department, Govt. of NCT of Delhi.
3. PA to Special Director, Social Welfare Department, Govt. of NCT of Delhi.

  
Sr. System Analyst

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