Government of NCT of Delhi
Social Welfare Department
GLNS Complex, Delhi Gate, New Delhi-02

F.56 (320)/DSW/CC/PIS/SW/64/2008-09/ *16014-84*   dated:
0 1 AUG 2018

CIRCULAR

A meeting regarding updating Employee's data of DASS & Steno Cadre on the online Human Resource Information System (HRIS) was held in Services Department on 27/07/2018 at 11:00 AM attended by Superintendent (Admin). Meeting notice/Circular is attached.

It has been directed to update/approve the employee's data on HRIS website in respect of DASS & Steno Cadre posted in your office and fill these information in attached prescribed proforma transferred/new joined alongwith a certificate given by Services Department.

Therefore, you are requested to send back these filled proforma alongwith certificate on or before 06-08-2018 (positively) to Nodal Officer, HRIS, HQ, Social Welfare Department, GNCTD, GLNS Complex, Delhi Gate, New Delhi-110002 for further sending these compiled data to services department.

This may be given on top priority.

Senior System Analyst

F.56 (320)/DSW/CC/PIS/SW/64/2008-09/ *160/4-84*   dated:
0 1 AUG 2018

Copy for information and necessary action:-

1. Shri. Sukumar Kulshreshta, Section Officer (Admin), HQ, SW, GNCTD.
2. All DDOs/HOOs.
3. Guard File

Copy for information:-

1. PS to Secretary (SW) HQ, GLNS complex, Delhi Gate, New Delhi
2. PA to Director (SW) HQ, GLNS Complex, Delhi Gate, New Delhi.
3. All DDs/DSWOs.

Senior System Analyst

C/218

No.F.10(228)/2017/Coord./6391-94   Date: 17/7/18

CIRCULAR

With the help of NIC a software namely Human Resource Information System (HRIS) has been developed for maintaining digitized and online database of employees of GNCTD and the same was conveyed to all the departments of GNCTD vide circular dated 28.06.2017. Training was also imparted between 17th July, 2017 to 24th July, 2017 at Directorate of Training (UTCS) to the nodal officers of each department/attached institution for familiarization with the HRIS and to enable smooth implementation of the web based cadre management system. Subsequently, various circulars/letters were issued wherein it was requested time and again to upload the employees data in the HRIS module. Since then, a considerable time has lapsed but the complete employee data of many departments have not been uploaded in the system, so far. The Services Department is considering to add some other features like transfer/posting of DASS & Steno Cadres through the system which may be made functional, only if, the entire data of these cadre employees is digitized.

Therefore, it is requested to ensure that the complete data of DASS & Steno Cadre employees be uploaded/approved on the HRIS website by **23.07.2018**, positively, so that, we would be in a position to utilize the database for various purposes including the transfers/postings of the DASS & Steno Cadres employees. Further, in case of any changes in details of the Nodal Officers of HRIS, the same may be intimated to the Services Department immediately.

(RANJEET SINGH)
Additional Secretary (Services)
Date: 17/7/18

No.F.10(228)/2017/Coord./6391-94

All the Head of Departments, Government of NCT of Delhi.

Copy for information to:-

1. PA to the Secretary (Services), GNCTD, B-Wing, 7th Level, Delhi Secretariat, New Delhi.
2. PA to the Special Secretary (Services), GNCTD, B-Wing, 7th Level, Delhi Secretariat, New Delhi.
3. PA to the Additional Secretary (Services), GNCTD, B-Wing, 7th Level, Delhi Secretariat, New Delhi.

(RANJEET SINGH)
Additional Secretary (Services)

1455/DD(A)
20.07.18

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5TH LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI
{**_http://services.delhigovt.nic.in_**}

DY. NO.1778

MEETING NOTICE

A series of meetings of the Nodal Officers (HRIS), as per schedule attached is to be held under the Chairpersonship of Secretary (Services) w.e.f.19.07.2018 to 31.07.2017 in the Conference Hall at B-Wing, 7th Floor, Delhi Secretariat to review the progress made by various departments in updation/authentication of employees data on the online Human Resource Information System (HRIS).

Further, it is requested to provide the status of updation of employees data in respect of DASS & Steno Cadre in the prescribed proforma as attached herewith alongwith a certificate of this effect that the data updation and authentication has been completed/would be completed by 23rd July, 2018.

You are requested to please make it convenient to attend the meeting on the stipulated date and time alongwith the requisite report, as per schedule.

Encls: As above

(ANUJ KUMAR GUPTA)
Section Officer(Coord.)

No.F.10(183)/2017/ Coord./6400-6404   Date: 17·07·2018

To,

1. Shri A.K Mittal, Technical Director, NIC, 3rd Level, Delhi Secretariat, I.P Estate, New Delhi
2. Nodal Officer, HRIS, (As per schedule enclosed)

Copy for information to:-

1. PA to the Secretary (Services), B-Wing, 7th Floor, Delhi Sectt., I.P Estate, New Delhi
2. PA to the Special Secretary (Services), B-Wing, 7th Floor, Delhi Sectt., I.P Estate,
3. PA to the Additional Secretary (Services), B-Wing, 7th Floor, Delhi Sectt., I.P Estate, New Delhi.

Name of the Department...

DASS & Steno Cadre Employees transferred from this department but being shown in HRIS

S.N.	Pay Pin	Name	D.O.B.	Designation	Transferred to (Name of the Department)

DASS & Steno Cadre Employees joined in this department but name is not reflecting in HRIS

S.N.	Name	D.O.B.	Designation	Previous Department

Name of the Department--

Certificate

This is to certify that the complete data of DASS & Steno Cadres employees working in this department has been uploaded/would be uploaded in the Human Resource Information System (HRIS) website by 23rd July, 2018.

Deficiency Report of DASS & Steno Cadre Employees in HRIS

Employees Cadre	Total No. of employees	No. of employees whose updation & authentication done	No. of employees whose updation/ authentication is pending	Brief details of the issues, if any, being faced during updation
DASS Cadre (including Adhoc DANICS)				
Steno Cadre				

(Signature)

Name of the Nodal Officer----------------

Department-----------------------------

Mobile No.......................................