

**Social Welfare Department  
Government of NCT of Delhi  
GLNS Complex, Delhi Gate, New Delhi-110002  
[Computer Cell]**

F.56 (320)/DSW/CC/ PIS/SW/64/2008-09 24712-741

Dated:

09 OCT 2018

**CIRCULAR**

Subject: **Regarding Record Updation and approval on Human Resource Management information System (HRIS)**

Please find enclosed Circular no. F.10 (228)/2017/Coord./Vol.II/7407-7409 dated: 04/09/2018 received from the Additional Secretary (Services) regarding updating data on HRIS.

You are requested to update the information regarding previous posting details of employees and designation of recently promoted officials on HRIS and send the duly filled proforma as per the enclosed format to the undersigned before 12/10/2018.



Sr. System Analyst

Encl: As above.

F.56 (320)/DSW/CC/ PIS/SW/64/2008-09 24712-741 Dated:

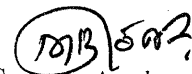
09 OCT 2018

Copy for information and necessary action to:-

- 1 Shri. Sukumar Kulshreshta, Section Officer (Administration), Social Welfare Department, Govt. of NCT of Delhi.
2. All DDOs/HOOs, Social Welfare Department, Govt. of NCT of Delhi.
3. Guard File

Copy for information to:-

1. PS to Secretary, Social Welfare Department, Govt. of NCT of Delhi
2. PA to Director, Social Welfare Department, Govt. of NCT of Delhi.
3. All DDs/DSWOs



Sr. System Analyst

PIS

257

Office of the Secretary (Services)  
Department of Personnel & Training  
Govt. of NCT of Delhi  
07 SEP 2018  
Dy. No. 19220

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT: COORDINATION BRANCH**  
**DELHI SECRETARIAT, 7<sup>TH</sup> LEVEL, 'B' WING**  
**I.P. ESTATE, NEW DELHI**  
**{<http://services.delhigovt.nic.in>}**

No.F.10(228)/2017/Coord./Vol.II/7407-7409  
**CIRCULAR**

Date: 04/09/18

On perusal of the online data in HRIS, it has been observed that designation of many promoted officials and recently transferred officers/officials, have not been updated in the system by the concerned departments. Besides, previous postings detail column of various employees has been left incomplete by a number of departments/offices while this column should comprise of all the tenure of an employee in different departments he/she worked, so far.

*DD Admin?*

It is, therefore, requested, to update these information in the HRIS on priority basis. In case, the data is already **Approved** in the system and departments are unable to update, a request for de-approval of the relevant column may be made at [hris.delhi@gov.in](mailto:hris.delhi@gov.in) latest by 05.09.2018, in the format as given below:-

S.N.	PAY PIN	NAME	D.O.B.	DESIGNATION	Column to be deapproved. (viz;-Basic details, Previous posting details, etc.)

*R Singh*

(RANJEET SINGH)

**Additional Secretary (Services)**

No.F.10(228)/2017/Coord./Vol.II/7407-7409

Date: 04/09/18

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

Copy for information to:-

1. PA to the Secretary (Services), GNCTD, B-Wing, 7<sup>th</sup> Level, Delhi Secretariat, New Delhi-02
2. PA to the Special Secretary (Services), GNCTD, B-Wing, 7<sup>th</sup> Level, Delhi Secretariat, New Delhi-02
3. S.I.O. NIC, 3<sup>rd</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi-02

*R Singh*

(RANJEET SINGH)

**Additional Secretary (Services)**

1924100  
10/9/18  
2344/DD(A)

Answered to computer cell