

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**OFFICE OF THE SECY-CUM-COMMISSIONER (LABOUR): ADMINISTRATION BRANCH**  
**5 SHAM NATH MARG, DELHI-110054**

Email: labouradmn@gmail.com

Ph. No. : 011-23963334

**F.1/31/1048/LC/Estt./2020/ 3280 - 3287**

**Date: 28/10/2020**

**CIRCULAR**

**Subject: Regarding providing complete and accurate personal details of Employee in Integrated Financial Management System**

Please find enclosed a copy of circular dated 21.10.2020 of the Principal Accounts Office, Govt. of NCT of Delhi on the subject mentioned above. As the PAO office is in process of shifting the release of salary from ECS(Electronic Clearing System) to GePG(Govt e-payment Gateway). Hence, all the regular employees of Labour Department are directed to provide their details in the attached proforma to the undersigned so that the same can be verified from the service book and forwarded to the Accounts Branch for further necessary action.

This may be given **TOP PRIORITY**.

Encl: As above



(ANITA RANA)

DY LABOUR COMMISSIONER(ADMN.)

**F.1/31/1048/LC/Estt./2020/ 3280 - 3287**

**Date 28/10/2020**

Copy for information and necessary action to:-

1. PS to Secretary.-Cum-Commissioner(Labour), Labour Department, GNCTD
2. PPS to Spl. Secretary-Cum-Spl Commissioner(Labour), Labour Department, GNCTD
3. PA to J.L.C(HQ), Labour Department, GNCTD
4. All District-In-Charges, Labour Department, GNCTD
5. All Branch-In-Charges, Labour Department, GNCTD
6. DDO, Labour Department, GNCTD
- ✓ 7. System Analyst with the request to upload it on the website of the Labour Department
8. Guard file



DY LABOUR COMMISSIONER(ADMN.)

No.F.2(16)/2011/T-1/Pr.AO/ 1068-1192  
PRINCIPAL ACCOUNTS OFFICE  
GOVERNMENT OF NCT OF DELHI  
A-BLOCK, VIKAS BHAWAN, I.P.ESTATE, NEW DELHI-110002

Dated: 21/10/2020

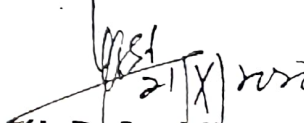
CIRCULAR

**Sub:- Regarding providing complete and accurate personal details of Employee in Integrated Financial Management System (IFMS)**

This office is in the process of release of salary through Government e-Payment Gateway (GePG) in place of Electronic Clearance System (ECS) in respect of all regular / contractual employees of GNCT of Delhi. During the review/test-run of the Integrated Financial Management System (IFMS), It was observed that the various fields of the Employee details was incomplete / inaccurate.

2. It is stressed that all the personal details of employees (**employee's date of birth/father's name/spouse name/category/Address/Aadhaar number/IFSC code/Mobile no./e-mail ID etc**) in IFMS needs to be filled completely and accurately and **in similarity with the particulars available in Service Book/Records**. It would not be out of place to mention that presently the monthly salary slip / GPF statement is being routed to the e-mail ID of the employee and in case the e-mail ID is not available/inaccurate in IFMS, the salary slip/GPF statement will not be received by the employee.

3. In view of above, all the Head of Departments are requested to direct their Head of Offices to provide complete and accurate personal details of all the employees to the Drawing & Disbursing Officer for updation in the IFMS. **A certificate** to this effect may be submitted by the HOO/DDO concerned to the Pay & Accounts Office concerned **alongwith the pay-bill of November 2020**.

  
(L.D. Joshi)

Controller of Accounts

To

1. All Head of the Departments of Government of NCT of Delhi.
2. All Pay & Accounts Officers of Government of NCT of Delhi- to pursue the matter on priority with the DDO's attached.
3. PPS to the Secretary, (Finance), GNCTD - for the kind information of Secretary(Finance)

### Information required for GePG

1	Name	
2	Designation	
3	Residential Address	
4	Aadhar No.	
5	Father's Name	
6	Spouse Name	
7	Date of Birth	
8	Sex	
9	Mobile No	
10	Email-ID	
11	Category	
12	Marital Status	
13	PRAN/GPF No.	
14	PAN No	
15	MICR No.	
16	Account No.(In which salary is being drawn)	
17	Account type(SB/CA)	
18	IFSC code	