

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GNLS COMPLEX, DELHI GATE, N. DELHI-02  
ADMINISTRATION-I BRANCH

No. F.1(59)/2020/A-I/DSW/Estt./ 11563-11629

Dated:

24 NOV 2020

CIRCULAR

Please find enclosed herewith a copy of letter no. F.10(228)/2017/Coord./vol-II/3184-86 dated received from Deputy Secretary (Services), Services Department, Government of NCT of Delhi, New Delhi, regarding Fill the complete and correct data of DASS/Steno Cadre employees and upload requisite documents & photo in respect of basic details, posting, nominee, family members, education and vigilance details and also requested to get identify and remove the ex-cadre employees from the DASS/Steno cadre list by 26/11/2020.

  
Section Officer(Admn.-1)


Encl: As above.

F.No.1(59)/2020/A-I/DSW/Estt./ 11563-11629

Dated: 24 NOV 2020

Copy to:-

1. PS to Secretary (SW), GNLS Complex, Delhi Gate, New Delhi-110002.
2. PA to Director (SW), GNLS Complex, Delhi Gate, New Delhi-110002.
3. All DDs/DSWOs/DDO/HOO/Supdt./In-charge of Homes/Institutions/Schools.
4. Sr. System Analyst, DSW (HQ) with the request to upload the circular on the website of the Department.
5. Guard File.

  
Section Officer(Admn.-1)

342/cc  
20/11/20 4:30 Pm

Office of the Secretary (SW)  
Dept. of Social Welfare  
Govt. of NCT of Delhi  
10 NOV 2020  
2063  
Dy. No. ....

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://hris.delhi@gov.in>}

No.F.10(228)/2017/Coord./vol-II/3184-86

Date: 06/11/2020

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 belonging to DASS/Steno cadre employees. Subsequently, various circulars/letters were issued wherein it was requested to update/approve the employees data in the HRIS module. It has been observed that the required data have not been updated by many Departments so far causing avoidable inconvenience in dealing with transfer/posting of employees through HRIS module and also in maintaining their service records.

It has also been noticed that in some cases complete and correct data has not been filled and the requisite documents have not been uploaded in the prescribed section.

It is also again requested to fill the complete and correct data of DASS/Steno Cadre employees and upload requisite documents & photo in respect of basic details, posting, nominee, family members, education and vigilance details and also requested to get identify and remove the ex-cadre employees from the DASS/Steno cadre list by 26/11/2020. The list of employees whose data is not updated/approved/complete is enclosed.

DSW  
DD(Admin-I)  
11/11

*(Signature)*  
(Amitabh Joshi)  
Deputy Secretary (Services)  
Date: 06/11/2020

No.F.10(228)/2017/Coord./Vol-II/3184-86

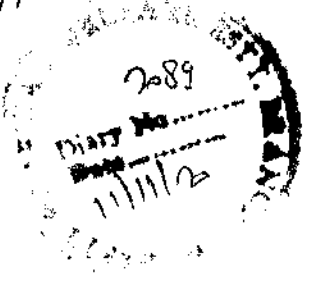
All the Head of Departments, Government of NCT of Delhi.  
Copy for information to:-

- 1. PA to the Secretary (Services), GNCTD, B-Wing, 7<sup>th</sup> Level, Delhi Secretariat, New Delhi.
- 2. PA to the Special Secretary (Services), GNCTD, B-Wing, 7<sup>th</sup> Level, Delhi Secretariat, New Delhi.

Pl. update regularly  
SO/I  
11/11/20

11.11.2020 H. S. Jaiswal

*(Signature)*  
(Amitabh Joshi)  
Deputy Secretary (Services)



NO	Department Name	Total Employee's	No.Of Employees Whose Updatations Done Pending For Approval	Approved Employee's	Pending Employee's
1	DEPARTMENT OF SOCIAL WELFARE	56	0	55	1
2	FAS DEPTT.OF SOCIAL WELFARE	5	0	4	1
3	NARI NIKETAN	3	0	3	0
4	POOR HOUSE	3	0	3	0
5	HADFB	2	0	2	0
6	A.C.H.W.]JAIL ROAD,DDO CODE-098017,WC-41	3	0	2	1
7	HMRP.CHILDREN	2	0	2	0
8	I.S.P.M.R(C&A)	1	0	1	0
9	HOME FOR MALE BEGGERS DESEASED (HMBD)	1	0	1	0
10	BEGGARS HOME-II	2	0	1	1
11	SHELTERED WORKSHDP FOR PHYSICALLY HANDICAPPED PERS	1	0	1	0
12	S.H.M.R (ANNEXE)	2	0	1	1
13	STRENGTHENING OF GOVERNMENT SCHOOL FOR BLIND BOYS	2	0	1	1
14	RECEPTDN-CUM-CLASSIFICATION CENTER	3	0	1	2
15	C.H.H.C.L.A.P.(M&F),JAIL ROAD,DDO CODE-055022	1	0	1	0
16	WORK CENTRE FOR DENOTIFIED TRIBES	1	0	1	0
17	N.P.S.FOR DEAF(WEST)	1	0	1	0
18	F.C.H.S. JAIL ROAD	1	0	1	0
19	H. L. T. B. TAHIR PUR	1	0	1	0
20	HCGBS	1	0	1	0
21	HOME FOR ABLE & DISABLED BEGGARS LAMPUR	1	0	1	0
22	TRAINING-CUM-PRODUCTION CENTER(L)	2	0	1	1
23	TCPC	1	0	1	0
24	ASHA DEEP (HMCP) FOR MALE (ADULT)	1	0	1	0
25	RCL	2	0	1	1
26	HADDFB	1	0	1	0
27	MCU GLNS	1	0	1	0
28	PRDJECT OFFICER (M C)	1	0	1	0
29	HOME FOR AGED & INFIRM PERSONS	1	0	1	0
30	BEGGERS HOME-I	1	0	1	0

31	GOVT SEC SCHOOL FOR DEAF KALKAJI	1	0	1	0
32	CHIEF PROBATION SERVICE DEPTT. OF SOCIAL WELFARE	5	0	0	5
33	GOVT. LADY NOYC SCHOOL	1	0	0	1
34	MEDICAL CARE UNIT-I	1	0	0	1
35	H.H.F.C.L.P.(F),JAIL ROAD DDO CODE-098019	1	0	0	1
36	HMB(A&D) LAMPUR	1	0	0	1
37	SWPH- II	1	0	0	1
38	GOVERNMENT SCHOOL FOR BLIND BOYS	1	0	0	1
Grand Total		116	0	95	21