

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH-II)
7TH FLOOR, MSO BUILDING, I.P. ESTATE
NEW DELHI-110002

F.No.44(11)/2022/DSW/Estt./19018-19088

Dated:-

09 JAN 2023

CIRCULAR

Sub:-Regarding Furnishing of Certificate affirming Completion of maintenance/Update of Service Books for employees of GNCT of Delhi-Roll out of E-HRMS.

Please find enclosed a copy of mail dated 27/12/2022 along with a copy of letter No. F.10(518)/I.T.CELL/E-HRMS/Misc.Comm./2022/3778-3784 dated 27/12/2022 received from Dy. Secretary, Service Department, GNCT of Delhi, Services Department: IT Cell, 5th Level, "B Wing", Delhi Secretariat, I.P.Estate, New Delhi-110002, regarding Furnishing of Certificate affirming Completion of maintenance/Update of Service Books for employees of GNCT of Delhi-Roll out of E-HRMS for necessary action.

Encl:- As above.

Section Officer (Admn-II)

To

- ✓ Sr. System Analyst, DSW for uploading the circular on the Department website.

F.No.44(11)/2022/DSW/Estt./19018-19088

Dated:-

09 JAN 2023

Copy to:-

1. PPS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
1. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
2. All DDs / DSWOs/DDO/HOO/Supdt./In-charge of Homes/ Institutions/Schools..
3. All Dealing Assistants of Administration Branch-I & II, DSW, HQ.
4. Guard File.

Section Officer (Admn-II)

628/CC
10/1/23

148/c

Fwd: Regarding furnishing of certificate affirming completion of maintenance/updation of service books for employees of GNCT of Delhi-Roll out of E-HRMS

From : Garima Gupta <pssw@nic.in>

Tue, Dec 27, 2022 04:48 PM

Subject : Fwd: Regarding furnishing of certificate affirming completion of maintenance/updation of service books for employees of GNCT of Delhi-Roll out of E-HRMS

3 attachments

To : Dr Pooja Joshi IAS <dsw@nic.in>, DD Admn-II SW <ddadmn2@gmail.com>, DD Admin-I SW <dswadmn1@gmail.com>

From: "Ashish Madhaorao More" <secservices@nic.in>

To: "RCS" <rcoop@nic.in>, "Dr. Dilraj Kaur" <cfood@nic.in>, "Pr Secretary Home GNCTD" <pshome@nic.in>, "Shri Praveen Kumar Gupta" <sgad@nic.in>, "pspwd" <pspwd@nic.in>, "Secretary Power" <pspower@nic.in>, "Pr secretary Health" <pshealth@nic.in>, "Sh. A.K Singh" <serv@nic.in>, "Shri Sanjay Goel IAS" <psud@nic.in>, "Shurbir Singh" <chairmandssb.delhi@nic.in>, "H Rajesh Prasad" <secyedu@nic.in>, "Divisional Commissioner" <divcom@nic.in>, "Ms Shilpa Shinde" <cmd.dtc@delhi.gov.in>, "ceodelhi.djb" <ceodelhi.djb@nic.in>, "Commissioner GST" <ctt.delhi@nic.in>, delhishelter@gmail.com, "Krishna Mohan Uppu" <cexcise@nic.in>, "commtpi" <commtpi@nic.in>, "Ram Niwas Sharma" <labcom@nic.in>, "Sh Anil Kumar Singh IAS" <cdevelop@nic.in>, "DIR DAM" <dagri@sansad.nic.in>, "Himanshu Gupta" <diredu@nic.in>, buildingland22@gmail.com, "Neha Bansal" <cfss.delhi@nic.in>, "dvigil" <dvigil@nic.in>, "Director Training UTCS" <dutcs@nic.in>, "slaw" <slaw@nic.in>, "Dr. Ashish Chandra Verma" <psfin@nic.in>, "Dr Pooja Joshi IAS" <dsw@nic.in>, "Ranjana Deshwal" <dirthe.delhi@nic.in>, dtehedu@gmail.com, "VIVEK PANDEY" <secyit@nic.in>, "Garima Gupta" <pssw@nic.in>, "Commissioner of Industries" <comind@sansad.nic.in>, scstsecretary@gmail.com, "Mr Krishan Kumar" <wcd@nic.in>, "C R GARG" <secyart@nic.in>, "Commissioner MCD" <commissioner@mcd.nic.in>, "Chairperson NDMC" <chairperson@ndmc.gov.in>, "Ms Shilpa Shinde" <cmd@dtc.nic.in>, directordip2014@gmail.com, mddsiidc@gmail.com, "DA MB" <ambdl@nic.in>, "MDnCEO" <md@delhitourism.gov.in>, "VIKRAM SINGH MALIK" <secretary@ndmc.gov.in>, "R. Alice Vaz" <pstechedu@nic.in>, "Joint Director Planning" <jdplg@nic.in>, "tourism gnctd" <tourism.gnctd@gmail.com>, "Director -Delhi Fire Service" <director.dlfire@nic.in>, pccfgnctd@gmail.com, "Vivek Pandey IAS Secretary AR" <secyar@nic.in>, "Director General (Prisons), Delhi Prisons, Tihar, New Delhi" <dgtihar@nic.in>, directorateofismh@gmail.com, "lokayukta.delhi" <lokayukta.delhi@nic.in>, "stateelectioncomm delhi" <stateelectioncomm.delhi@gmail.com>, "DTTDC" <tourism@delhitourism.gov.in>, "L D JOSHI" <coa@nic.in>, "Directorate General of Health Services" <dirdhs@nic.in>, "osdcm dscsc" <osdcm.dscsc@gmail.com>, "DR. DILRAJ KAUR" <cmddscsc.delhi@nic.in>, "Dr. Kedar Singh" <cwmbho@nic.in>, "Chief Executive Officer Khadi Board" <khadi-hp@nic.in>

Sent: Tuesday, December 27, 2022 3:55:05 PM

Subject: Regarding furnishing of certificate affirming completion of maintenance/updation of service books for employees of GNCT of Delhi-Roll out of E-HRMS

Sir

Please find the attachment for further needful action at your end please.

PA to Secretary (Services)

Office of the Secretary (SW)
Deptt. of Social Welfare
Govt. of NCT of Delhi
27 DEC 2022
Dy. No. 4607

- DSW - on file
DD (Admin. I & D)

DD (Admin)

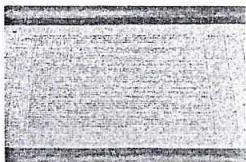
27/12/22
P.S. to Secy.



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

DIRECTOR SOCIAL WELFARE
27 DEC 2022
DY. No. 4663

21/1/2018
20/1/22



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5 MB

28.12.2022
Sh. Sunil, JA

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: IT CELL
6TH LEVEL, "B WING", DELHI SECRETARIAT
I.P.ESTATE, NEW DELHI 110002

No.F.10(518)/I.T.CELL/E-HRMS/Misc.Comm./2022/3778-3784

Dated: 27/12/2022

To,

✓ ALL Heads of Departments,
Government of NCT Of Delhi.

Subject: Reg. Furnishing of Certificate affirming Completion of Maintenance/Updation of Service Books for employees of GNCT of Delhi – Roll Out of E- HRMS

Sir/Madam,

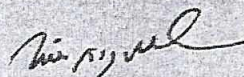
As you are aware that as per the directions of the Chief Secretary, GNCTD is considering to roll out e-HRMS in r/o IAS/DANICS/DASS/Steno cadres in GNCTD. In Order to ensure that the roll out of e-HRMS is done in a smooth manner, maintenance/updation of Service Books must be done before NIC team visits various departments for Digitization/Scanning of Service Books. Therefore, all the departments are requested to complete maintenance/updation of Service Books upto 31.01.2023 from the date of issuance of this letter.

A certificate enlisting all the key points and infrastructure required for Maintenance/Updation of Service Books and for smooth digitization of Service Books is enclosed herewith the request to furnish the same to this department duly attested by the Competent Authority within the stipulated time. In case of any wrong/incomplete certification the Nodal Officer concerned shall be held responsible.

This may please be accorded "TOP PRIORITY". This issues with the prior approval of the Competent Authority.

Encl: Copy of Performa of Certificate

Yours Faithfully,


(Amitabh Joshi)
Deputy Secretary
Services Department

No.F.10(518)/I.T.CELL/E-HRMS/Misc.Comm./2022/3778-3784

Dated: 27/12/2022

Copy To:

1. Staff Officer to the Chief Secretary, Delhi.
2. P.A. to the Secretary Services, Delhi
3. P.A. to the Special Secretary Services- I & II, Delhi
4. P.A. to the all Deputy Secy., Services, Delhi
5. S.O. Coordination with request to upload this letter and performa of certificate on the official website of Services Department and send e-mail to all the departments of GNCT of Delhi.
6. Guard File

Deputy Secretary
Services Department

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CERTIFICATE AFFIRMING COMPLETION OF MAINTENANCE /UPDATION OF SERVICE BOOKS		YES	NO
A) Maintenance/Updation of Service Book Record of Employees drawing salaries from their respective departments:			
1)	Personal Details of Employee : Name, DOB, Blood group, Mother/Father name, PAN Number, Aadhar Number, GPF/PRAN Number, Employee ID, Category, Govt Email ID, Mobile Number		
2)	Mode of Recruitment.		
3)	Spouse Employment Details if any.		
4)	Medical Card details.		
5)	Property details if any.		
6)	Entry regarding medical examination at the time of appointment is available.		
7)	Entry regarding verification of character and antecedents done at the time of appointment is available.		
8)	Entry regarding initial appointment is available.		
9)	Entries regarding educational qualification and further added on qualifications with the prior approval of the competent authority, are available.		
10)	All Nominations i.e. Details of Family, Subscriber nomination in GPF/NPS, nomination for death cum retirement gratuity, nomination for benefits under the UTGEGIS scheme and spouse information are available.		
11)	Home Town Declaration is available.		
12)	Entries regarding availed LTC (Home Town/All India) and encashment of earned leave available.		
13)	Entries regarding increments, promotions, ACP/MACP, NFSC and Pay fixation thereon are available.		
14)	Entries regarding transfer, relieving, joining, taken on strength are available.		
10)	Leave account and due credits are complete and available.		
11)	Entries regarding upto date service verification are available.		
17)	Entries regarding Criminal/Departmental Proceedings, penalties imposed as an outcome of the proceedings and implementation of penalty orders are available, where applicable.		
18)	Employee Work Status: Probation completed or not, Permanency certificate.		
19)	Disability Certificate of Employee is submitted or not.		
20)	Details of any Additional Qualification like: Knowledge of any Regional Language, Knowledge of Typing/Shorthand, Knowledge of IT and Certificates Acquired, if any, regarding these Additional qualifications.		
21)	Permanent Address and updates, if any.		

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27	Input device like pen, stylus, touchpad etc.	
28	Research Department, District Council, District Office, District Court and District Jail, etc.	
29	Training/Refresher courses for staff working on computers	
30	Various monitoring software, antivirus etc. software	
31	Infrastructure required for Scanning and Digitization of Archives Records	
32	Utility Expense for LAN & internet	
33	Minimum 24x7 Computer System	
34	LAN Connection with Internet Service	
35	Other Electrical Appliances for connecting Software and other Devices	

To the effect of items of above mentioned points various Forms/Certificates regarding each point has been uploaded on the Google Drive with an example of one Sh. Vipin Singh Chaurasiya for their understanding. Kindly update the service books as per prescribed Forms/Certificates uploaded on Google Drive. The link for the Google Drive is as under:-

<https://drive.google.com/drive/folders/1p4VynfqUhlQxK4aaokJV5TAyLW7Pa-k7mpe-sharing>

This Certificate is to be furnished to this department duly attested by the Competent Authority within the stipulated time.