

GOVT. OF NCT OF DELHI
SOCIAL WELFARE DEPARTMENT
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002
[COMPUTER CELL]

F.56(320)/DSW/CC/175/2017-18/ 31429-499

Dated:

01 MAR 2017

ORDER

This is in reference to the instruction issued by Administrative Reforms Department, Government of NCT of Delhi conveyed through letter bearing no. F.No.16/01/2012/AR/Pt.File-2/816-840 dated 01/02/2017 for Timely Payment of Wages to Contractual/Outsourced Workers under Govt. of NCT of Delhi.

Now onwards, for submitting the daily attendance of ICSIL deployed manpower in your office through the URL (<http://icsil.in/manpower>) for ICSIL, the department is hereby nominating **NODAL OFFICER** of following offices of department as follows:-

S.No.	Office	Nodal Officer
1	Headquarters	Deputy Director (Admn-II)
2	District Offices	District Officer concerned
3	Homes/Institutions/Schools	Superintendent/Principal/HOO
4	Probation Services	Chief Probation Officer
5	Medical Care Unit	In-charge, Medical Care Unit

Each Nodal Officer is instructed that where the biometric attendance machine is installed Nodal Officer shall ensure that attendance entered online in the ICSIL's software (<http://icsil.in/manpower>) is same as of biometric attendance machine.

Based on the ICSIL deployed manpower data submitted by Administration Branch, HQ, Social Welfare Department to ICSIL, the login ID/Password is generated by ICSIL for the offices (sub department) of department to mark daily attendance.

The steps to submit daily attendance through the ICSIL's software is as follows:-

1. Go to website <http://icsil.in/manpower>
2. Click on **Attendance Information System Demo Link**
3. Click on **Mark Attendance**
4. Select Department
5. Select Sub Department (office)
6. Enter Password

The Password is being communicated to the Nodal Officers through the SMS over their mobile phone. However, if the same is not received, Nodal Officer should get it from this office immediately.

This issues with the approval of Director (SW).



Sr. System Analyst

Copy to:-

1. Deputy Director (Admn.-II), Social Welfare Department, Govt. of NCT of Delhi.
2. All District Officers, Social Welfare Department, Govt. of NCT of Delhi.
3. Superintendents/Principals/HOOs of all Homes/Institutions/Schools, Social Welfare Department, Govt. of NCT of Delhi.

4. Chief Probation Officer, Social Welfare Department, Govt. of NCT of Delhi.
5. In-charges of all Medical Care Units, Social Welfare Department, Govt. of NCT of Delhi.

Copy for information to:-

1. PS to Secretary, Social Welfare Department, Govt. of NCT of Delhi.
2. PS to Director, Social Welfare Department, Govt. of NCT of Delhi.
3. PA to Special Director, Social Welfare Department, Govt. of NCT of Delhi.
4. Sh. Ravi Tripathy, System Analyst, ICSIL, Administrative Building, Above Post Office, Okhla Industrial Estate, Phase – III, New Delhi -110 020



Sr. System Analyst