

**DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, NEW DELHI
(ADMINISTRATION BRANCH)**

F.No.10(259)/2015/DSW/Esttt./15729-779

Dated:

29 AUG 2017

ORDER

The Director(SW) is pleased to order that HOOs/DDOs of this department is hereby designated as Nodal Officer/Approver relating to the data entry/updation and approval of record of those employees whose Service Book is maintained in Homes/Institutions/Branches/MCUs/CPO of Department of Social Welfare on the web portal of Human Resource Management Information System(HRMIS), Govt. of NCT of Delhi(<http://hris.delhigovt.nic.in>).

The employees' names are available in the HRMIS website and the department is to update their details as per service book record and further the approval of the same entered record should also be done by the approver. Utmost care is supposed to give while approving record, as the record once approved, shall not be allowed to be amended.

The data entry/updation and approval of record of the DASS Gr.I/II/III/IV, Stenographers Cadre, Planning and Accounts cadre and all ex-cadre employees is a time bound task and hence to complete at TOP PRIORITY.

The Login Id/Password and training of HRMIS must immediately be collected from Sh. Harbans Malhotra, Supdt.(8826971526), Services Department, GNCTD. For any IT related issue, the Computer Cell must be contacted immediately.

The additional charge mentioned above is assigned to the above officers in addition to their present duty/charge without any extra remuneration/TA&DA.

This issues with the prior approval of the Competent Authority.

(Ajay Kumar Sinandi)
DD(Admn.-I)

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Copy to:

1. PS to Secretary(SW&WCD), GLNS Complex, Delhi Gate, Delhi.
2. PS to Director(SW), GLNS Complex, Delhi Gate, Delhi.
3. PS to Spl.(Director), DSW(HQ), GLNS Complex, Delhi Gate, Delhi.
4. Dy. Director(Vigilance), Department of SW, GLNS Complex, Delhi Gate, Delhi.
5. DDOs/HOOs/DDs/Branches/Homes/Institutions/MCUs/CPO of Department of SW, GLNS Complex, Delhi Gate, New Delhi.
6. Dy. Director(Admn.-II), DSW, GLNS Complex, Delhi Gate, Delhi.
7. DDO/HOO(Rehabilitation), GLNS Complex, Delhi Gate, Delhi.
8. Sr. System Analyst, DSW, GLNS Complex, Delhi Gate, New Delhi with the request to upload the order on the website of the Department.
9. Officer Concerned.
10. Guard File.

DD(Admn.-I)