

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
G.N.C.T. OF DELHI  
1, Pt. RAVI SHANKER SHUKLA LANE, K.G. MARG, NEW DELHI-110001

NO. 2(80)/HRIS/Admn/DWCD/2017/

19986-89

DATED:

19 SEP 2017

To

All Nodal Officers (HRIS)  
DWCD

**Sub: Reg. Updation of data/information of the employees on Human Resource Management System website**

Sir/Madam

Please find enclosed herewith a copy of letter dated 08/09/2017, received from Dy. Secretary(Services), GNCT of Delhi, Services Department, on the subject cited above.

Inspite of repeated requests, the progress of uploading the employee details is very slow and with part information in several cases. The employees' data is required to be updated and authenticated on the Human Resource Information System by the end of September, 2017.

You are therefore once again requested to kindly look into the matter personally so that the **Updation of data/information of the employees on Human Resource Management System** may be completed by the end of September, 2017.



(S.K. SRIVASTAVA)  
Dy. Director(Admn.)

NO. 2(80)/HRIS/Admn/DWCD/2017/

19986-89

DATED:

19 SEP 2017

Copy for information & necessary action :-

1. OSD to Director, DWCD
2. P.A. to Spl. Director (Admn.), DWCD
3. Asstt. Programmer, Deptt. of Women & Child Development for uploading on website.
4. Guard File



(S.K. SRIVASTAVA)  
Dy. Director(Admn.)

Dairy No. 2818  
Date 18/9/17  
Spl. Director (WCD)  
GNCTD/CWCD

**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://services.delhigovt.nic.in>}**

2793/DDIA  
18/9/17

No.F.10(183)/2017/Coord./ 2682

Dairy No. 3046  
Date 13/9/17  
Date: 08/09/2017  
Department of Women & Child Development  
Government of N.C.T. of Delhi  
1, Canning Lane, K.G. Marg, New Delhi-01

To,  
  
All HoDs,  
Govt. of NCT of Delhi

**Subject:- Reg. Updation of data/information of the employees on HRIS website.**

Sir,

It has been proposed by the Services Department, GNCTD to create a digitized and online database of 'Personnel' resources of GNCTD and accordingly, a Human Resource Information System (HRIS) software has already been developed by the Services Department in association with the NIC. In this regard, all GNCTD Departments have been asked to upload their employee data through the HRIS software and a Nodal Officer from each department of GNCTD has also been nominated to monitor the progress of uploading employee details.

2.The Services Department has also organised training programmes, conducted review meetings and issued several communications to speed up the data entry process. In spite of the best efforts from the Services Department, the progress of uploading the employee details in GNCTD Departments is very slow and with part information in several cases. This task needs to be expedited as informed at the HODs meeting held on 06.09.2017 under the chairmanship of the Chief Secretary.

3.Under these circumstances, it is requested to expedite uploading of all the relevant employee details, in respect of your department/institution, by the end of September, 2017. It is also suggested to undertake a review of the progress of work, on a weekly basis.

Yours faithfully,

*(Signature)*  
08/09/17

(D. KARTHIKEYAN)  
Dy. Secretary (Services)

*(Signature)*  
(A dm)  
13/09

*(Signature)*  
DDCA (dm)

*(Signature)*  
19/9

*(Signature)*  
Sh. Abhishek

*(Signature)*  
19/09