

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
1, PT. RAVI SHANKAR SHUKLA LANE, K. G. MARG
NEW DELHI-110001**

F.No. 2(80)/HRIS/Admn/DWCD/2017/Pt.File/ 33886-90

Dated: 16/10/2017

To,
Dy. Secretary (Services),
Services Department : Coordination Branch,
Govt. of NCT of Delhi,
5th Level, A-Wing,
Delhi Secretariat,
I.P. Estate, New Delhi-110002.

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

Sir/Madam,

With reference to your letter No. F.10(183)/2017/Coord./2780 dated 18.09.2017 on the subject cited above, the details of all designations of various Ex-Cadre posts and Cadre posts in the Department are as below :-

S.No.	Cadres	Designations
1.	IAS	• Director
2.	DANICS	• Special Director • Deputy Director • Additional Director
3.	Adhoc-DANICS	• Deputy Director
4.	Ex-Cadre	• Senior Superintendent • Occupational Teacher • Superintendent/CDPO • Matron • Welfare Officer • Peon • Supervisor Grade-I • Carretaker • Supervisor Grade-II • Cook • TGT • Aya • Sr. Craft Instructor • Mali • Craft Instructor • Sweeper • Jr. Craft Instructor • Watch & Ward • Instructor • Chowkidar • PTI • Kitchen Helper • Staff Nurse
5.	Accounts Cadre	• Controller of Accounts • Accounts Officer • Dy. Controller of Accounts • Assistant Accounts • Senior Accounts Officer Officer
6.	Statistical Cadre	• Statistical Officer • Statistical Assistant
7.	IT Cadre	• Assistant Programmer

Further, it is pertinent to mention that the Services Department, GNCTD, with the approval of Hon'ble LG, vide Order No. F.2(17)/RR/2010/S-IV/1571-1579 dated 27.09.2017 and Order No. F.2(17)/RR/2010/S-IV/1580-1588 dated 27.09.2017, has changed the nomenclature /designations of DASS and Steno Cadres posts in Govt. of NCT of Delhi, as per details below :-

Cadres	Existing Designations	New Designations	
DASS Cadre	Grade-I (DASS)	Superintendent	Section Officer
	Grade-II (DASS)	Head Clerk	Assistant Section Officer
	Grade-III (DASS)	Upper Division Clerk	Senior Assistant
	Grade-IV (DASS)	Lower Division Clerk	Junior Assistant
Stenographer Cadre		Senior Personal Assistant	Private Secretary
		Stenographer Grade-II	Personal Assistant
		Stenographer Grade-III	Stenographer

You are requested to add the above mentioned designations of various Ex-Cadre and Cadre posts as mentioned above on the web-portal of HRIS, so that the data of the pending employees will also be submitted and approved by the Deptt. on the portal.

In case of DASS and Steno Cadres, it is requested to remove the existing designations and replace them with the new designations. Also, prior to the changes in nomenclature/designations of DASS and Steno Cadres posts notified by Services Department, the details of most of the DASS and Steno Cadres employees working in the Department had already been submitted and approved on the web-portal of HRIS, as such, it is not possible for the department to make changes in their designations, as such, you are also requested to change the designations of the DASS and Steno Cadres employees whose data have already been submitted and approved by the Department on the web-portal of HRIS.

Yours faithfully,

(Ravindra Kumar)
Supdt. (Admn)

16 OCT 2017

F.No. 2(80)/HRIS/Admn/DWCD/2017/Pt.File/
Copy to :-

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Dated :

1. PA to Director, WCD.
2. PA to Spl. Director, WCD.
3. All the District Officers of WCD, with the request to circulate it amongst all the DDOs/HOOs of Homes/Institutions/ICDS Projects under the jurisdiction of their Districts.
4. Asstt. Programmer, WCD for uploading on website of the Department.

(Ravindra Kumar)
Supdt. (Admn)