

**MOST URGENT/TIME BOUND/TOP PRIORITY**

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

149/c

F.No. 2(80)/HRIS/Admn/DWCD/2017/Pt.File/ 34730-44 Dated:

27 OCT 2017

**ORDER cum MEETING NOTICE**

**Sub: Reg. - Updation of data/information of the employees on the web-portal of Human Resource Management Information System (HRIS).**

This is with reference to the Services Department, GNCTD letter No. F.10(183)/2017/ Coord./2984-2986 dated 04.10.2017 on the subject cited above.

Services Department, GNCTD vide its above referred letter has informed that the status of data uploaded by the Department of Women & Child Development, till 03.10.2017, is as under :-

Total Employee's	No. of employees whose updation done but pending for approval	Approved employees	Pending employees
367	79	76	291

Services Department, GNCTD has also informed that the information relating to 291 employees are still to be updated/approved in the HRIS software. Further, the employees details updtd, so far is also not complete in all respect. In various cases, only partial information of an employee has been updated in the system (copy enclosed). It has also been observed that in many cases posting details column is incomplete, as tenure of an employee in present department has been provided by the user department. In the said column, complete previous posting details is required to be updated.

In this regard, the brief facts of the action taken by the Department so far, are as under :-

- All the District Officers of DWCD were already appointed as Nodal Officer (HRIS) of their respective districts vide Order No. F.2(80)/HRIS/Admn/DWCD/2017/14266-277 dated 02.08.2017.
- At present, the following District Officers are working in DWCD and are therefore the Nodal Officers (HRIS) for their respective District Offices, the details are as under :-

S.No.	Name of the Nodal Officer	District Office	Mobile No.	No. of DDOs under the District Office
1.	Ms. Kamlesh Hatta, District Officer, WCD	Central	9891348421	08
2.	Ms. Kiran Gandhi, District Officer, WCD	East	9560643483	07
3.	Ms. Leela Bhatt, District Officer, WCD	North-East	9871141252	18
4.	Ms. Renu Love, District Officer, WCD	New Delhi	9810885991	02
5.	Sh. G.C. Lohani, District Officer, WCD	North West-II	9810750544	13
6.	Ms. Manju Varshney, District Officer, WCD	North	9891550990	16
7.	Ms. Anita Gaur, District Officer, WCD	South	9213930839	20
8.	Ms. Nisha Agrawal, District Officer, WCD	South-West	9990079562	04
9.	Ms. Sarmistha Sharma, District Officer, WCD	West	9818027802	33
10.	Ms. Sarmistha Sharma, District Officer, WCD	North West-I	9818027802	17

- Further, it is to inform that the training of all the Nodal Officers (HRIS)/District Officers of DWCD, were held on 09.08.2017 in the Dte. of Training (UTCS), GNCTD, for implementation of Human Resource Information Management System (HRIS) in the Department.


- Login ID & Passwords were intimated on 09.08.2017 (i.e. the day of training at UTCS) to all the Nodal Officers (HRIS)/District Officers of DWCD.

- Further, a reminder vide letter No. F.2(80)/HRIS/Admn/DWCD/2017/17567-71 dated 28.08.2017 had also been issued to all the Nodal Officers (HRIS)/District Officers of DWCD.
- Vide Notice No. F.2(80)/HRIS/Admn/DWCD/2017/Pt.File/18924-28 dated 11.09.2017, a meeting of all Nodal Officers (HRIS)/District Officers of DWCD had been convened in the Chamber of Special Director (Admn), WCD on 13.09.2017 at 11:00 A.M. to discuss the implementation of Human Resource Management Information System (HRIS), but the same could not meet due to some administrative reasons. However, all the Nodal Officers (HRIS)/District Officers of DWCD were telephonically informed to intimate all the DDOs of respective Homes/Institutions/ICDS Projects under the jurisdiction of their respective District Offices for updation of data/information in respect of all the employees on the web-portal of HRIS.
- Vide Letter No. F.2(80)/HRIS/Admn/DWCD/2017/19986-89 dated 19.09.2017, all Nodal Officers (HRIS)/District Officers (DWCD) were requested to update and authenticate the employees' data on the web-portal of HRIS, by the end of September, 2017.
- Further, with reference to the Services Department, GNCTD letter No. F.10(183)/2017/Coord./2780 dated 18.09.2017 and keeping in view the discrepancies regarding non-availability of designations of most of the Ex-Cadre posts, as faced by DDOs while updating the data/information of employees on the web-portal of HRIS, the matter has been brought up to the notice of Services Department, GNCTD and accordingly, vide letter No. F.2(80)/HRIS/Admn /DWCD/2017/Pt.File/33886-90 dated 16.10.2017, the details of all the designations of various Ex-Cadre and Cadre posts have been sent to the Services Department, GNCTD with the request to add/update the designations of various Ex-Cadre and Cadre posts on the web-portal of HRIS, so that in cases where the information of employees are not updated due to non-availability of designations, will be expedited by the DDOs of DWCD.

Further, it is stated that inspite of huge number of efforts made by Admn. Branch, WCD, the information/data in respect of most of the employees working in Homes/Institutions/ICDS Projects under the District Offices of DWCD, have not been updated till date, as such, **all the Nodal Officers (HRIS)/District Officers of DWCD are once again hereby requested to intimate all the DDOs of respective Homes/Institutions/ICDS Projects under the jurisdiction of their respective District Offices to expedite the matter of updation of data/information in respect of all the employees on the web-portal of HRIS, latest by 6<sup>th</sup> November, 2017, positively.**

In addition to the above, all the Nodal Officers (HRIS)/District Officers of DWCD are also requested to attend the meeting which is being convened on 6<sup>th</sup> November, 2017 at 03:00 P.M. in the Chamber of Special Director (Admn), WCD-HQ, to discuss the progress of updation of data/information on the web-portal of HRIS. Also, all the District Officers are requested to collect and compile the status report on HRIS from the DDOs of all the Homes/Institutions/ICDS Projects under the jurisdiction of their respective District Offices, and to bring the said compiled status report while coming to attend the meeting on 6<sup>th</sup> November, 2017.

This issues with the prior approval of the competent authority.

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

To,

**All the District Officers of DWCD/Nodal Officers (HRIS),  
Deptt. of Women & Child Development,  
Govt. of NCT of Delhi.**

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


34730-44

Dated:

27 OCT 2017

Copy to :

1. Dy. Secretary (Services), Services Department : Coordination Branch, Govt. of NCT of Delhi, 5<sup>th</sup> Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
2. PA to Director, WCD.
3. PA to Spl. Director (Admn), WCD.
4. DDOs of all the Homes/Institutions/ICDS Projects of DWCD through concerned District Officers.
5. Asstt. Programmer, WCD for uploading on website of the Deptt.

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

o/c