

**MOST URGENT/TIME BOUND/  
OUT TODAY/SPEED POST**

**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/

Dated :

**ORDER**

**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./3716-3719 dated 08.12.2017, vide which a meeting was conducted on 11.12.2017 at 04:00 P.M. under the Chairmanship of Special Secretary (Services) in the Conference Hall No. III, 2<sup>nd</sup> Floor, C-Wing (Room No. 210), Delhi Secretariat, I.P. Estate, New Delhi, and all the Nodal Officers (HRIS) of Govt. of NCT of Delhi was requested to attend the meeting.


As per the instructions received in the said meeting, all the Nodal Officers (HRIS)/District Officers of DWCD are hereby requested to ensure and to take necessary actions for the complete updation of the following data/information on the web-portal of HRIS in respect of all employees of Homes/Institutions/ICDS Projects/District Offices under their jurisdiction and must provide an **Action Taken Report (ATR)** to the Admn. Branch, WCD, **latest by 31<sup>st</sup> December, 2017, positively**, for onwards transmission to the Services Department, GNCTD, as detailed below :-

- |  |                             |
|--|-----------------------------|
| 1. Basic Details                                 | 5. Training Details         |
| 2. Nominee Details<br>(i.e. DCRG/UTEGIS/GPF/NPS) | 6. Vigilance Details        |
| 3. Family Member Details                         | 7. Foreign Visit Details    |
| 4. Educational Details                           | 8. Previous Posting Details |

After updation of the above mentioned details, all the filled details are required to be approved on the web-portal of HRIS by the respective DDOs/HOOs.

In addition to the above, all the Nodal Officers (HRIS)/District Officers of DWCD are hereby informed that no pendency in respect of the data/information on the web-portal of HRIS, will be tolerated after **31<sup>st</sup> December, 2017**. If any pendency is found thereafter, the matter will be reported directly to the Special Secretary (Services), Govt. of NCT of Delhi. Therefore, all District Officers of DWCD are also required to circulate the above instructions to the DDOs/HOOs of all the Homes/Institutions/ICDS Projects/District Offices, under their jurisdiction.

Non-compliance of the order will be viewed seriously. 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/ 40455-69

Dated : **18 DEC 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.)