

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/ 42318-325 Dated :

29 DEC 2017

MEMORANDUM/Show Cause Notice

Sub: Memorandum/Show Cause Notice - Regarding - Updation of data/information of the employees on the web-portal of Human Resource Management Information System (HRIS).

Whereas, the following instructions/orders/reminders were issued from time to time by Admn. Branch, WCD for the implementation of Human Resource Management Information System (HRIS), as per details below :-

- Vide letter No. F.2(80)/HRIS/Admn/DWCD/2017/17567-71 dated 28.08.2017, all the Nodal Officers (HRIS)/District Officers (DWCD) were requested to take necessary action for the implementation of Human Resource Management Information System (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.
- Vide Order No. F.2(80)/HRIS/Admn/DWCD/2017/Pt.File/34730-44 dated 27.10.2017, all the Nodal Officers (HRIS)/District Officers of DWCD were requested to intimate all the DDOs/HOOs 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 6th November, 2017, positively and a meeting was also convened on 6th November, 2017 at 03:00 P.M. in the Chamber of Special Director (Admn), WCD-HQ, in which all the concerned officers were directed to look into the matter and do the needful at the earliest.
- Vide Order No. F.2(80)/HRIS/Admn/DWCD/2017/Pt.File/40455-69 dated 18.12.2017, all the Nodal Officers (HRIS)/District Officers of DWCD were 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 31st December, 2017, positively for onwards transmission to the Services Department, GNCTD, as detailed below :-

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

Whereas, it is reported that inspite of the 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 on the HRIS web-portal till date and the following Homes/Institutions/ICDS Projects/District Offices of DWCD are having more than 25 % pendency as on date, in respect of updation of data/information of employees on HRIS web-portal, as per details :-

S.No.	Name of the Homes/Institution/ICDS Projects/District Offices	Percentage of Pendency in r/o Updation of data/information of employees on HRIS web-portal
1	2	3
1.	OBSERVATION HOME FOR BOYS	100
2.	DAY CARE CENTRE, DWCD (DDO CODE-055038)	100
3.	CHG-I JAIL ROAD DDO CODE -098031	100



1	2	3
4.	OHG, JAIL ROAD DDO CODE-098030	100
5.	CHG-II, JAIL ROAD DDO CODE 098032	100
6.	ICDS-SANGAM VIHAR	100
7.	VILLAGE COTTAGE HOME-1	100
8.	ICDS-SULTANPURI	100
9.	ICDS-NIMRI, DEPTT. OF WCD, DDO CODE-055030	100
10.	DISTRICT NORTH EAST, WCD DEPARTMENT, GNCT	100
11.	ICDS-PROJECT MAYAPURI	100
12.	BAL SADAN	100
13.	ICDS-MEER VIHAR	100
14.	ICDS-MADIPUR	100
15.	ICDS-SHAKUR PUR	100
16.	ICDS-NILOTHI PROJECT, DWCD, GNCT OF DELHI	100
17.	ICDS-RANI BAGH PROJECT	100
18.	ICDS-NIZAMUDDIN PROJECT	100
19.	ICDS-GOVINDPURI	100
20.	ICDS-KANJHAWALA, DEPTT. OF W &	100
21.	ICDS-PROJECT MOLARBAND	100
22.	PLACE OF SAFETY/OHB(ANNEXE)	100
23.	ICDS-VISHNU GARDEN	100
24.	ICDS-KUSUM PUR PAHARI	100
25.	ICDS-AMAN VIHAR	100
26.	ICDS-RAJAURI GARDEN	100
27.	ICDS-SHAHBAD	100
28.	ICDS-NIHAL NIHAR	100
29.	ICDS-UTTAM NAGAR PROJECT	100
30.	ICDS-TILAK VIHAR	100
31.	VILLAGE COTTAGE HOME-II	100
32.	ICDS-PROJECT PASCHIM VIHAR	100
33.	ICDS-BADARPUR	100
34.	ICDS-SAVDA, DEPTT OF W & CD	100
35.	ICDS-ANAND PARBAT, DDO CODE-098042	100
36.	ICDS-NANGLOI PROJECT, DWCD, GNCT OF DELHI	100
37.	ICDS-TRI NAGAR PROJECT	100
38.	ICDS-GEETA COLONY	100
39.	VILLAGE COTTAGE HOME-III	100
40.	AFTER CARE HOME FOR BOYS DWCD GNCT NARELA	100
41.	CHILEDREN HOME FOR BOYS-II	100
42.	ICDS-ROHINI	100
43.	ICDS-BURARI	100
44.	ICDS-NARELA	100
45.	CHILDREN HOME FOR BOYS(B) DWCD GNCT NARELA	100
46.	ICDS-SHAHBAD DAULATPUR	100
47.	CHILDREN HOME BOYS-I	100
48.	ICDS-Bhati Mines Project, D.W.C.D.	100
49.	ICDS-MEHROLI	100
50.	ICDS-Rohini-II, DWCD, GNCT of Delhi	100
51.	CHB-I, ALIPUR	100
52.	ICDS-RAJA GARDEN	100
53.	ASHIYANA CHILDREN HOME FOR BOYS-II	100
54.	ICDS-INDERPURI DDO CODE 098041	83.33333333
55.	ICDS-SHIV VIHAR	75
56.	ICDS-KARAWAL NAGAR	75
57.	OHB-I	72.72727273
58.	ICDS-GAUTAM VIHAR	66.66666667
59.	ICDS-SONIA VIHAR	66.66666667
60.	ICDS-SRI RAM COLONY	50
61.	ICDS-OKHLA	50

1	2	3
62.	ICDS-KIRTI NAGAR	50
63.	ICDS-SHAKARPUR PROJECT	50
64.	ICDS-BABARPUR	50
65.	ICDS-KONDLI	50
66.	Short Stay Home	40
67.	ICDS-HOLAMBI KALAN	40
68.	SANSKAR ASHRAM (GIRLS), DILSHAD GARDEN	37.5
69.	WIDOW HOME	33.33333333
70.	ICDS-BUDHPUR	33.33333333
71.	ICDS-BAWANA	33.33333333
72.	ICDS-JAHANGIR PURI	33.33333333

Therefore, all the concerned DDOs/HOOs of the above mentioned Homes/Institutions/ICDS Projects/District Offices of WCD are hereby directed to give explanation regarding non-compliance of the above mentioned Orders within 03 days of the receipt of memorandum/show cause notice, as to why the disciplinary proceedings shall not be initiated against them under CCS (CCA) Rules, 1965.



(Shilpa Shinde)
Director (WCD)

To,


1. All the concerned DDOs/HOOs of Homes/Institutions/ICDS Projects/District Offices, Deptt. of Women & Child Development, Govt. of NCT of Delhi.
2. All the District Officers of DWCD/Nodal Officers (HRIS) Deptt. of Women & Child Development, Govt. of NCT of Delhi. (with the direction to circulate this memorandum to the concerned DDOs/HOOs of all the Homes/Institutions/ICDS Projects of DWCD under their jurisdiction)

F.No. 2(80)/HRIS/Admn/DWCD/2017/Pt.File/ 42318-325 Dated :

29 DEC 2017

Copy to :

1. Special Secretary (Services), Services Department, GNCTD, Delhi Secretariat, I.P. Estate, New Delhi-110002.
2. Dy. Secretary (Services), Services Department : Coordination Branch, Govt. of NCT of Delhi, 5th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
3. PA to Director, WCD.
4. PA to Spl. Director (Admn), WCD.
5. Dy. Director (Vigilance), DWCD, GNCTD, K.G. Marg, New Delhi-110001.
6. Asstt. Programmer, WCD for uploading on website of the Deptt.



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