

URGENT

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
1 PT. RAVI SHANKAR SHUKLA LANE, KASTURBA GANDHI MARG, NEW DELHI-01

No.F.10/(27)/Admn.WCD/IT/2016/ 36533-42

Dated Feb., 2017

CIRCULAR

9 FEB 2017

For timely payment of remunerations/wages to contractual/outsourced employees, General Admn. Department, Government of NCT of Delhi vide communication No.F.16/01/2012/AR/Pt.File-2/816-840 dated 01.02.2016 has intimated that M/S Intelligent Communication Systems India Ltd. (ICSIL) has developed "Web Based Attendance Software" for marking daily attendance of contractual/outsourced employees of ICSIL deployed in the Departments/offices under Government of NCT of Delhi. The URL and password to assess the said software as provided by ICSIL is as under:-

URL:- <http://icsil.in/manpower>

Password for all User Departments:-wcd2016

It is also stipulated in the communication that in offices where no biometric system has been installed, the daily attendance of contractual/outsourced employees of ICSIL deployed in the offices shall be marked by Nodal Officer/Authorized Officials of the concerned offices by using above said URL and password with immediate effect.

Offices where there is biometric system installed, the concerned HOO/Branch In-charge shall provide the **read and printable access** of the daily attendance of contractual/outsourced employees of ICSIL deployed there to the **concerned ICSIL Coordinator**.

User Manual of said Software is also available on official website of ICSIL. For further clarification in this regard the following officers of ICSIL may be contacted:-

Sh. Ravi Tripathy, System Analyst (Contractual). Contract No. 01126929051, Extn. 231

E.mail: ravi.tripathy@icsil.in

All the concerned Branch In charges/HOOs are hereby directed to get their Bio Metric Attendance System linked with the "Web Based Attendance Software" of ICSIL and provide read and printable access of the daily attendances of outsourced employees of ICSIL to ICSIL Coordinator immediately. Compliance report in this regard is to be submitted by the concerned HOOs/Branch In-charges immediately so that consolidated compliance report in respect of the Department may be furnished to Admn. Reforms Department by **10.02.2017**.

This issues with the approval of the Director-WCD.

(G.C.Lohani)

Dy. Director (Admn.)

Dated Feb., 2017

No.F.10/(27)/Admn.WCD/IT/2016/ 36533-42

Copy to:-

1. Deputy Director, Admn. Reforms Department, GNCT of Delhi, Delhi Secretariat, New Delhi-02.
2. P.S. to the Secretary, Department of Social Welfare/Women & Child Development, GNCT of Delhi,
3. P.A. to the Director-WCD
4. Special/Additional Directors, DWCD
5. M.D. (Manpower), ICSIL, Okhla Phase III, New Delhi-20 for information
6. All Deputy Directors, WCD (HQ) and District Officers Delhi/New Delhi
7. Dy. Controller of Accounts, DWCD
8. All Branch In charges, DWCD (HQ)
9. All HOOs/ Supdt./CDPOs of Homes/Institutions and ICDS Projects
10. Asstt. Programmer, IT Branch, DWCD (HQ) with direction to upload the circular on web site and also to coordinate with all concerned HOOs for linking the biometric attendance with ICSIL web based biometric attendance software.

(G.C.Lohani)

Dy. Director (Admn.)