

**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/ 22137-151

Dated: 16/08/2018

**ORDER**

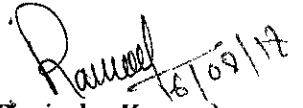
**Sub: Meeting for Human Resource Management Information System (HRIS) on 17.08.2018 at 12:00 Noon.**

In pursuance to the Services Department, GNCTD letter No. F.10(183)/2017/Coord./6918 dated 14.08.2018 (copy enclosed) on the subject cited above, **all the District Officers of WCD (who are also the Nodal Officers (HRIS) for their respective Districts)**, are hereby requested to **attend the meeting on 17.08.2018 at 12:00 Noon, under the Chairmanship of Additional Secretary (Services) in the "Conference Room at B-Wing, 7<sup>th</sup> Floor, Delhi Secretariat, I.P. Estate, New Delhi-110002"**.

All the District Officers of WCD (who are also the Nodal Officers (HRIS) for their respective Districts) are requested to bring the "Certificate" in the prescribed proforma (as enclosed herewith), from the DDOs/HOOs of all the Homes/Institutions/ICDS Projects/District Offices, under the jurisdiction of their respective districts, while coming to attend the said meeting on 17.08.2018 at 12:00 Noon.

This may be treated as **MOST URGENT** and may be accorded **TOP PRIORITY**. This issues with the prior approval of the Competent Authority.

Encl : As above (02-Pages)

  
(Ravindra Kumar)  
Section Officer (Admn.)

To,


1. District Officer (North), DWCD, GNCTD, 20-21, Gulabi Bagh Shopping Complex (Near Super Bazar) Gulabi Bagh Delhi - 110007, Ph No:- 23645370
2. District Officer (South), DWCD, GNCTD, Kasturba Niketan (Near Jal Vihar Terminal) Lajpat Nagar-II, New Delhi - 110024, Ph No:- 29819812
3. District Officer (East), DWCD, GNCTD, Silai Kadhai Kendra, Block-10 (Near Shamshan Ghat) Geeta Colony, New Delhi - 110031, Ph No:- 22073012
4. District Officer (West), DWCD, GNCTD, Nirmal Chhaya Complex (Near Hari Nagar Bus Depot) Jail Road Hari Nagar, New Delhi - 110064, Ph No:- 28520952
5. District Officer (North-East), DWCD, GNCTD, Sanskar Ashram Complex (Near GTB Hospital Gate no. 7), GTB Enclave, Dilshad Garden, New Delhi - 110093, Ph No:- 22133765
6. District Officer (North West-I), DWCD, GNCTD, Silai Kendra, F Block Mangol Puri New Delhi - 110083, Ph No:- 27915811
7. District Officer (North West-II), DWCD, GNCTD, District Office Room No.4, Sewa Kutir Complex, Kingsway Camp, New Delhi - 110009, Ph No:- 27655502
8. District Officer (South-West), DWCD, GNCTD, 23-24, Udyog Sadan (Behind Qutub Hotel) Qutub Institutional Area, New Delhi - 110067, Ph No:- 26534151
9. District Officer (Central), DWCD, GNCTD, GLNS Complex (Behind Firozeshah Kotla Stadium), Delhi Gate, New Delhi - 110002, Ph No:- 23724054
10. District Officer (New Delhi), DWCD, GNCTD, Pt. Ravi Shanker Shukla Lane, 1- Canning Lane, Kasturba Gandhi Marg, New Delhi - 110001, Ph No:- 23071094

F.No. 2(80)/HRIS/Admn/DWCD/2017/Pt.File/ 22137-151

Dated: 16/08/2018

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. Supdt./In-Charge (R&I Branch), DWCD, GNCTD, K.G. Marg, New Delhi-110001, **for ensuring timely delivery of the orders to the concerned** - being a **TIME BOUND** matter as the meeting is on **17.08.2018 at 12:00 Noon**.
5. Asstt. Programmer, WCD for uploading on website of the Deptt.

  
(Ravindra Kumar)  
Section Officer (Admn.)

**REMINDER  
URGENT**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: COORDINATION BRANCH  
DELHI SECRETARIAT, 5<sup>TH</sup> LEVEL, 'A' WING  
I.P. ESTATE, NEW DELHI  
{<http://services.delhigovt.nic.in>}**

No.F.10(183)/2017/Coord./6918

Date: 14.08.2018

To,

The Nodal Officer (HRIS)  
(Through the HODs concerned)

**Subject:-Reg. providing updation/completion certificate of data updation  
in HRIS.**

Sir,

Please refer to this department's meeting notice dated 17.07.2018 & 03.08.2018 vide which it was requested to provide a certificate regarding completion of data updation of DASS & Steno Cadre employees in HRIS (proforma enclosed). However, the requisite certificate has not been received from your department, till date.

In this regard, a meeting is scheduled to be held on **17.08.2018 at 12.00 noon**, under the Chairmanship of Additional Secretary (Services) in the conference room at B-wing, 7<sup>th</sup> Floor, Delhi Secretariat.

It is therefore, requested to make it convenient to attend the meeting alongwith the requisite certificate.

Yours faithfully,

**Encl: As above**

  
(RANJEET SINGH)  
ADDL.SECRETARY (SERVICES)

Name of the Department-----

**Certificate**

This is to certify that the complete data of DASS & Steno Cadres employees working in this department (including sub-offices) has been uploaded in the Human Resource Information System (HRIS) website.

**Deficiency Report of DASS & Steno Cadre Employees in HRIS**

Employees Cadre	Total No. of employees drawing salary from this department	No. of employees whose updation/approval has been done	Details of the employees who have been transferred and relieved but still being shown in HRIS (Name, D.O.B. Desgn.)	Details of the employees who have physically joined but not reflecting in HRIS (Name, D.D.B., Desgn.)
DASS Cadre (including Adhoc DANICS)				
Steno Cadre				

(Signature)

Name of the Nodal Officer-----

Department-----

Mobile No.....