

**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/ 24068-081

Dated: 06 SEP 2018

ORDER

Sub: Meeting for Human Resource Management Information System (HRIS) on 07.09.2018 at 12:00 A.M.

In pursuance to the Services Department, GNCTD Meeting Notice No. F.10(228)/2017/Coord./Vol.II/7498-7499 dated 06.09.2018 (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 **07.09.2018 at 11:00 A.M., under the Chairmanship of Special Secretary (Services)** in his Room at B-Wing, 7th Floor, Delhi Secretariat, I.P. Estate, New Delhi-110002", to review the progress made, in this regard.

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.

In case the District Officer is unable to attend the meeting due to some official work, a representative "not below the rank of Supdt." may be assigned the duty to attend the above said meeting along with the requisite "Certificate" from the DDOs/HOOs of all the Homes/Institutions/ICDS Projects/District Offices, under the jurisdiction of their respective districts.

This may be treated as **MOST URGENT** and may be accorded **TOP PRIORITY**.

Encl : As above (03-Pages)


(Ravindra Kumar)
Section Officer (Admn.)

To,

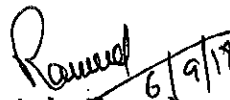
1. District Officer (North), DWCD, GNCTD, 20-21, Gulabi Bagh Shopping Complex (Near Super Bazar) Gulabi Bagh Delhi - 110007, Ph No:- 23645370
2. District Officer (South), DWCD, GNCTD, Kasturba Niketan (Near Jal Vihar Terminal) Lajpat Nagar-II, New Delhi - 110024, Ph No:- 29819812
3. District Officer (East), DWCD, GNCTD, Silai Kadhai Kendra, Block-10 (Near Shamsan 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, Udhog 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/ 24068-081

Dated: 06 SEP 2018

Copy to :

1. Dy. Secretary (Services), Services Department : Coordination Branch, Govt. of NCT of Delhi, 5th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
2. PA to Director, WCD.
3. 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 07.09.2018 at 11:00 A.M.
4. Asstt. Programmer, WCD for uploading on website of the Deptt.


(Ravindra Kumar)
Section Officer (Admn.)

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

MEETING NOTICE

Subj:- Updation/approval of data in Human Resource Information System.

Services Department vide meeting notice dated 03.08.2018 and subsequent reminder dated 14.08.2018 had requested to furnish a certificate of this effect that the employee data has been updated/approved in the Human Resource Information System (proforma enclosed). However, the requisite information in respect of your department has not been received, so far.

A meeting is scheduled to be held on **07/09/2018 at 11.00 A.M.** under the Chairmanship of Spl. Secretary (Services) in his Room at B-wing, 7th Floor, Delhi Secretariat, I.P. Estate, New Delhi to review the progress made, in this regard.

You are requested to make it convenient to attend the meeting on the stipulated date and time alongwith the requisite certificate and also ensure that the data including previous postings details of employees has been updated and approved on HRIS portal.

Encl: As above


(**RANJEET SINGH**)
Additional Secretary (Services)

No.F.10(228)/2017/Coord./Vol.II/7498-7499

Date: 06.09.18

Copy for information to:-

- 1. PA to the Secretary (Services), B-Wing, 7th Floor, Delhi Sectt., I.P Estate, New Delhi-02**
- 2. PA to the Special Secretary (Services), B-Wing, 7th Floor, Delhi Sectt., I.P Estate, New Delhi-02**

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

Employee 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, Design.)	Details of the employees who have physically joined but not reflecting in HRIS (Name, D.O.B, Design.)
DASS Cadre (Including Adhoc DANICS)				
Steno Cadre				

(Signature)

Name of the Nodal Officer-----

Department-----

Mobile No.....

- List of the departments from which updation Certificates have not been received

S.N.	Department Name	Remarks
1	A & U TIBBIA COLLEGE & HOSPITAL	
2	BABU JAGJIVAN RAM MEMORIAL HOSPITAL	
3	COLLEGE OF ART	
4	DEEP CHAND BANDHU HOSPITAL, GOVT. OF NCT OF DELHI	
5	Department of Food, Supplies & Consumer Affairs	
6	DEPARTMENT OF INFORMATION TECHNOLOGY	
7	Department of Social Welfare	
8	DEPARTMENT OF TRADE & TAXES	
9	DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT	Received from South District Only
10	DIRECTORATE GENERAL OF HEALTH SERVICES	Received from some districts offices only
11	DIRECTORATE OF HIGHER EDUCATION	
12	Directorate of Training and Technical Education	
13	Dr. B.S.A. Hospital	
14	Education Department	Received from some districts offices only
15	G.B.PANT GOVT ENGINEERING COLLEGE OF DELHI	
16	GB PANT INSTITUTE OF POST GRADUATE MEDICAL EDUCATION	
17	JAG PRAVEESH CHANDRA HOSPITAL	
18	LOK NAYAK HOSPITAL	
19	LT. GOVERNORS SECRETARIAT	
20	MAULANA AZAD MEDICAL COLLEGE	
21	NCC DEPARTMENT	
22	NEHRU HOMOEOPATHIC MEDICAL COLLEGE AND HOSPITAL	
23	OFFICE OF THE COMMISSIONER OF EXCISE ENT. & LTAX	
24	PAO HQ	
25	PRISONS HEAD QUARTERS	
26	PUBLIC GRIEVANCES COMMISSION	
27	Revenue Department	Received from some districts offices only
28	TRANSPORT DEPT DDO 058001	
29	Urban Development Department	

Agg 7/1/2022