

**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/ 24931-44.

Dated: 17 SEP 2018

ORDER

Sub: Meeting for Human Resource Management Information System (HRIS) on 18.09.2018 at 11:00 AM.

In pursuance to the Services Department, GNCTD Meeting Notice No. F.10(228)/2017/Coord./Vol.II/7708-7710 dated 14.09.2018 (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 **18.09.2018 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 by the Department, 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
17/09/18

(Ravindra Kumar)
Section Officer (Admn.)

To,

1. Ms. Manju Varshney, District Officer (North)/Nodal Officer, DWCD, GNCTD, 20-21, Gulabi Bagh Shopping Complex (Near Super Bazar) Gulabi Bagh Delhi - 110007, Ph No:- 23645370
2. Ms. Anita Bharal, District Officer (South)/Nodal Officer, DWCD, GNCTD, Kasturba Niketan (Near Jal Vihar Terminal) Lajpat Nagar-II, New Delhi - 110024, Ph No:- 29819812
3. Ms. Kiran Gandhi Anjum, District Officer (East)/Nodal Officer, DWCD, GNCTD, Silai Kadhai Kendra, Block-10 (Near Shamsan Ghat) Geeta Colony, New Delhi - 110031, Ph No:- 22073012
4. Ms. Anita Gaur, District Officer (West)/Nodal Officer, DWCD, GNCTD, Nirmal Chhaya Complex (Near Hari Nagar Bus Depot) Jail Road Hari Nagar, New Delhi - 110064, Ph No:- 28520952
5. Ms. Leela Bhatt, District Officer (North-East)/Nodal Officer, DWCD, GNCTD, Sanskar Ashram Complex (Near GTB Hospital Gate no. 7), GTB Enclave, Dilshad Garden, New Delhi - 110093, Ph No:- 22133765
6. Ms. Asha Gandhi, District Officer (North West-I)/Nodal Officer, DWCD, GNCTD, Silai Kendra, F Block Mangol Puri New Delhi - 110083, Ph No:- 27915811
7. Sh. Shalesh Kumar Srivastava, District Officer (North West-II)/Nodal Officer, DWCD, GNCTD, District Office Room No.4, Sewa Kutir Complex, Kingsway Camp, New Delhi - 110009, Ph No:- 27655502
8. Sh. Shehzad Khan, District Officer (South-West)/Nodal Officer, DWCD, GNCTD, 23-24, Udhog Sadan (Behind Qutub Hotel) Qutub Institutional Area, New Delhi - 110067, Ph No:- 26534151
9. Ms. Kamlesh Hatta, District Officer (Central)/Nodal Officer, DWCD, GNCTD, GLNS Complex (Behind Firozeshah Kotla Stadium), Delhi Gate, New Delhi - 110002, Ph No:- 23724054
10. Ms. Renu Love, District Officer (New Delhi)/Nodal Officer, 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/

Dated :

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 18.09.2018 at 11:00 A.M.**
4. Asstt. Programmer, WCD for uploading on website of the Deptt.

Ravindra Kumar
17/09/18
(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

Sub:- 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**). Subsequently, a meeting was also held on 07.09.2018 under the Chairmanship of Special Secretary (Services) for the same.

A considerable time has been passed ever since the above request was made but the requisite certificate is still pending on the part of your department. In this regard, another meeting is scheduled to be held on **18/09/2018 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.

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/7708-7710

Date: 14/09/2018

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

| 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.O.B., Desgn.) |
|-------------------------------------|--|--|---|---|
| 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 | Received from HQ and some districts |
| 6 | DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT | Received from some districts offices only |
| 7 | DIRECTORATE GENERAL OF HEALTH SERVICES | Received from some districts offices only |
| 8 | DIRECTORATE OF HIGHER EDUCATION | |
| 9 | Baba Saheb Ambedkar Hospital | |
| 10 | Education Department | Received from some districts offices only |
| 11 | JAG PRAVESH CHANDRA HOSPITAL | |
| 12 | LOK NAYAK HOSPITAL | |
| 13 | MAULANA AZAD MEDICAL COLLEGE | |
| 14 | NCC DEPARTMENT | |
| 15 | NEHRU HOMOEOPATHIC MEDICAL COLLEGE AND HOSPITAL | |
| 16 | OFFICE OF THE COMMISSIONER OF EXCISE ENT. & LTAX | |
| 17 | PAO HQ | |
| 18 | PRISONS HEAD QUARTERS | Received except Central Jail No. 1, 7 and 15 |
| 19 | Revenue Department | |
| 20 | AMBEDKAR INSTITUTE. OF ADV. COMM. TECH, & RESEARCH | |