

Office of the Secretary (S/W/WCD)  
Dept. of Social Welfare  
Govt. of NCT of Delhi  
17 DEC 2018  
Dy. No. 6177

**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>}**

3189/2018/A  
2012/18

No.F.10(327)/HRIS/Coord./2018/9265-9267

Date: 12.12.2018

**CIRCULAR**

**Sub: Reg. implementation of HRIS for DASS & Steno Cadre Employees.**

Services Department with the help of NIC had launched a website namely **hris.delhigovt.nic.in** for maintaining online data of the DASS & Steno Cadre Employees. Website facilitates the user departments to update /upload their employees details in the System. Once, the employee data is updated in the system, it requires further approval from the concerned Head of Office. Separate IDs & passwords have already been provided to the user departments for updating as well as approving the employee data on the website.

So far, re-setting of password, de-approval of updated data, unblocking, etc. are done on the basis of the requests received from the user departments through either e-mails or letters. Now, keeping in view of the security of data and to prohibit any manipulation, the Competent Authority has decided to take-up such requests, only, if received from the concerned HoDs, in writing.

It is, therefore, requested to intimate us, accordingly, if any such changes is required.

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**All the Head of Departments, Government of NCT of Delhi.**

Copy for information to:-

1. PA to the Secretary (Services), GNCTD, B-Wing, 7<sup>th</sup> Level, Delhi Secretariat, New Delhi-02
2. PA to the Special Secretary (Services), GNCTD, B-Wing, 7<sup>th</sup> Level, Delhi Secretariat, New Delhi-02

(RANJEET SINGH)

**Additional Secretary (Services)**

Date: 12.12.2018

(RANJEET SINGH)

**Additional Secretary (Services)**

May be uploaded on website of the Deptt.