

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/ 21781-96

Dated : 23 DEC 2019

ORDER

Sub: Updation of data in r/o employees of DASS & Steno Cadre, on web-portal/module of HRIS (Human Resource Management Information System).

Please find **enclosed** herewith a list of **31 (Thirty One)** employees of DASS & Steno Cadre of WCD, as received from the Services Department, GNCTD vide Circular No. F.10(228)/2017/Coord./Vol-II/6284-6286 dated 06.12.2019 (bearing Diary No. 2975/DD(A) dated 16.12.2019), **copy of the said circular alongwith list (Total – 03 pages) are enclosed herewith for reference.**

Accordingly, **all the District Officers of WCD (who are also the Nodal Officers-HRIS for their respective districts)** are hereby requested to go through the said list and issue immediate directions to the DDOs/HOOs of concerned Homes/Institutions/ICDS Projects under their jurisdiction for completing the process of updation of data in r/o the employees of DASS & Steno Cadre **as mentioned at S.No. 6 to 31 of the said enclosed list**, on the web-portal of HRIS **latest by 25.12.2019 12:00 PM**. After the updation of data, all the District Officers of WCD, may also obtain completion certificates from the concerned DDOs/HOOs and forward a compliance report alongwith their completion certificates, directly to the Services Department, GNCTD **by 25.12.2019** under intimation to this office.

Non-Compliance of the order will be viewed seriously, as the matter is being directly monitored by the Services Department, GNCTD, itself. This may be treated as MOST URGENT/TIME-BOUND and may be accorded TOP PRIORITY.

Encl : As above (03-Pages)

For (Ravindra Kumar Meena) 23/12/19
NODAL OFFICER (WCD-HQ)

To,

1. District Officer (North)/Nodal Officer, DWCD, GNCTD, 20-21, Gulabi Bagh Shopping Complex (Near Super Bazar) Gulabi Bagh Delhi - 110007, Ph No:- 23645370
2. District Officer (South)/Nodal Officer, DWCD, GNCTD, Kasturba Niketan (Near Jal Vihar Terminal) Lajpat Nagar-II, New Delhi - 110024, Ph No:- 29819812
3. District Officer (East)/Nodal Officer, DWCD, GNCTD, Silai Kadhai Kendra, Block-10 (Near Shamshan Ghat) Geeta Colony, New Delhi - 110031, Ph No:- 22073012
4. 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. 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. District Officer (North West-I)/Nodal Officer, DWCD, GNCTD, Silai Kendra, F Block Mangol Puri New Delhi - 110083, Ph No:- 27915811
7. 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. 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. District Officer (Central)/Nodal Officer, DWCD, GNCTD, GLNS Complex (Behind Firozeshah Kotla Stadium), Delhi Gate, New Delhi - 110002, Ph No:- 23724054
10. 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

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Copy to :

1. Dy. Secretary-II (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. PA to Spl. Director, WCD.
4. PA to Joint Director, WCD.
5. **Supdt./In-Charge (R&I Branch), DWCD, GNCTD, Sewa Kutir Complex, Kingsway Camp, New Delhi-110009, for ensuring timely delivery of the orders to the concerned—being a TIME BOUND matter.**
6. System Analyst, WCD for uploading on website of the Deptt.

For (Ravindra Kumar Meena) 23/12/19
NODAL OFFICER (WCD-HQ)