

REMINDER – II
MOST URGENT

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: IT CELL
5TH LEVEL, "B WING", DELHI SECRETARIAT
I.P.ESTATE, NEW DELHI 110002

No.F.10(119)/2015/COORD./081320029/ 283-387

Dated: 11/09/2024

To,
All Heads of Departments,
Government of NCT Of Delhi.

Subject:- Regarding implementation of e-HRMS project.

Reference:- Letter No.F.10(119)/2015/COORD./081320029/326-366 dated 06.06.2024 and reminder No.F.10(119)/2015/COORD./081320029/372-376 dated 22.07.2024

Sir/Madam,

May kindly refer to this departments letter dated 06.06.2024 and the reminder issued further on 22.07.2024, vide which the all the Heads of the Departments of GNCT of Delhi were requested to nominate and provide the details of the Nodal Officer for e-HRMS project and send the employee data of all the officers/officials of IAS/DANICS/DSS and Steno cadres of GNCT of Delhi working in their departments latest by 31.07.2024.

In this respect, it is informed that as of today **complete details have been received for only 30 departments** (as enclosed in Sheet-1). Further, **15 departments** as enlisted in Sheet-2 (attached herewith) **have not shared either Employee Data or order of Nodal Officer. The rest of the departments have not shared any data till date.**

In this regard, the Heads of Departments **except those detailed in the Sheet-1** are kindly requested to direct their officials, the following, for the successful implementation of the e-HRMS project:-

1. To nominate an officer as Nodal Officer for e-HRMS project in your department who will coordinate with the Services Department for rollout of e-HRMS project in your department. The Nodal Officer for e-SPARROW may preferably be nominated as the Nodal Officer for e-HRMS as well.
2. To attach a team of two officials preferably from the Administration branch of the department with the Nodal Officer for implementation of e-HRMS.
3. To share the Details & Mobile Number of the Nodal Officer(e-HRMS) and his team of your department with the Services Department through e-mail on ds-services2@delhi.gov.in.

To send the data of all the officers/officials working in the department of IAS/DANICS/DSS and Steno to the Services Department at the earliest in the template shared with this letter for populating employee data on e-HRMS platform on ds-services2@delhi.gov.in (kindly send the data in excel sheet only).

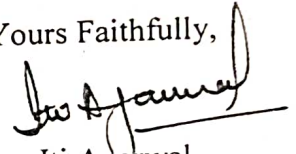
Further, it is requested to ensure that the above details may be sent to the Services Department **within 2 weeks, latest by 27.09.2024.**

This issues with the prior approval of the competent authority.

This may be treated as Most Urgent.

- Encl: 1. Letter dated 06.06.2024
2. Reminder dated 22.07.2024
3. Sheet- 1
4. Sheet-2
5. Template of Employee Data

Yours Faithfully,



Iti Agarwal

(Deputy Secretary)

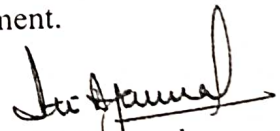
Services Department

Dated: 11/09/2024

No.F.10(119)/2015/COORD./081320029/ 383-387

Copy To:

1. Staff Officer to the Chief Secretary, Delhi.
2. P.S. to the Principal Secretary Services, Delhi.
3. P.A. to the Special Secretary, Services- I, Delhi
4. S.O.(Coordination), to upload this letter on the website of Services Department.
5. Guard File



Iti Agarwal

(Deputy Secretary)

Services Department

SHEET- 1

List of Departments whose Employee data/Nodal Officer details have been sent to DoPT

| S.NO | NAME OF THE DEPARTMENT | NAME OF THE NODAL OFFICER | DESIGNATION | Employee DATA | EMPLOYEE DATA/NODAL OFFICER DETAIL sent to DOPT |
|------|---|---------------------------|---------------------|---------------|---|
| 1 | URBAN DEVELOPMENT | SH.VIKAS GOYAL | DEPUTY SECY | RECEIVED | SENT |
| 2 | ART CULTURE AND LANGUAGES | SH. ASHISH MISHRA | SECTION OFFICER | RECEIVED | SENT |
| 3 | GENERAL ADMINISTRATION | SH. MAHABIR | SECTION OFFICER | RECEIVED | SENT |
| 4 | LAND & BUILDING | SH. SUNIL BALA SADAWARTI | SECTION OFFICER | RECEIVED | SENT |
| 5 | INFORMATION AND TECNOLOGY | SMT. REKHA HARJAI | STATISTICAL OFFICER | RECEIVED | SENT |
| 6 | LAW, JUSTICE AND LEGISLATIVE AFFAIRS | SH. RANJEET KUMAR JHA | SECTION OFFICER | RECEIVED | SENT |
| 7 | SERVICES DEPARTMENT | SH. BHAIRUB DUTT | DEPUTY SECY | RECEIVED | SENT |
| 8 | DIRECTORATE OF EMPLOYMENT | SH. HOM KARAN | | RECEIVED | SENT |
| 9 | HEALTH & FAMILY WELFARE | SH.NAVEEN KUMAR SINGH | SECTION OFFICER | RECEIVED | SENT |
| 10 | DEPARTMENT OF TOURISM | SH.NARENDRA KUMAR GARG | SECTION OFFICER | RECEIVED | SENT |
| 11 | DEPARTMENT OF POWER | SH.SANJAY KUMAR | SECTION OFFICER | RECEIVED | SENT |
| 12 | DEPARTMENT FOR THE WELFARE OF SC, ST,OBC | SH.AMIT KUMAR PAMASI | DY DIRECTOR | RECEIVED | SENT |
| 13 | DIRECTORATE OF AGRICULTURAL MARKETING | SH.TARUN KUMAR | ASSISTANT SECTION | RECEIVED | SENT |
| 14 | DIRECTORATE OF HIGHER EDUCATION | SH.ANIL | SECTION OFFICER | RECEIVED | SENT |
| 15 | Ambedkar Nagar Hospital | SH.Dr. Sabiya Saifi | CMO | RECEIVED | SENT |
| 16 | Administrative Reforms Department | SH.Ashish Kumar | DS | RECEIVED | SENT |
| 17 | Directorate of Family Welfare | SH.Pradeep Kumar | Asst. Director | RECEIVED | SENT |
| 18 | SHRI DADA DEV MATRI AVUM SHISHU CHIKTISLAYA | SH.ANIL AGARWAL | SECTION OFFICER | RECEIVED | SENT |
| 19 | OFFICE OF THE STATE COMMISSIONER FOR PERSONES WITH DISABILITIES | SH.SANTOSH KUMAR | SECTION OFFICER | RECEIVED | SENT |

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|----|---|---------------------|----------------------|-----------------------|------|
| 20 | Burari Hospital | Dr. Koshy M Cherian | Medical Officer | RECEIVED | SENT |
| 21 | DIRECTORATE GENERAL OF HOME GUARDS | SH.GEETA MALIK | ASSTT. PROGRAMMER | RECEIVED | SENT |
| 22 | COMMISSION FOR OBC | SH.JAYA KUMAR K | SECTION OFFICER | RECEIVED | SENT |
| 23 | NEHRU HOMEOPATHIC | DR. BIPIN JETHANI | HOO | RECEIVED | SENT |
| 24 | DIRECTORATE OF ECONOMICS & STATISTICS | SH.ASHOK KUMAR | SYSTEM ANALYST | RECEIVED | SENT |
| 25 | Public Grievances Commission | Kamal Deep | DS | RECEIVED PDF | SENT |
| 26 | MAHARISHI VALMIKI | AMIT SHOKEEN | HOO | RECEIVED PDF | SENT |
| 27 | Directorate of ayush/A.U TIBBIA COLLEGE | mohammad khalid | ass. Drug controller | RECEIVED PDF | SENT |
| 28 | Delhi Minorities Commission | Vimal Kumar Juyal | Private Secretary | RECEIVED PDF | SENT |
| 29 | Industries Department | Vinod kumar | SO | RECEIVED SOFT COPY | SENT |
| 30 | Archives Department | sanjay kumar garg | deputy director | RECEIVED PDF | SENT |

SHEET-2

**List of Departments whose Employee Data not received in excel sheet or
Order of Nodal Officer is not received**

| S.NO | NAME OF THE DEPARTMENT | NAME OF THE NODAL OFFICER | DESIGNATION | Employee DATA Excel/Hard Copy | DATA sent to DOPT |
|------|--|---------------------------------|----------------------|-------------------------------|---|
| 1 | EXCISE, ENTT & LUXURY TAX | SH.KAMAL NAYAN | SECTION OFFICER | RECEIVED PDF | NO |
| 2 | directorate of training utcs | SMT.Neha shankar | section officer | RECEIVED PDF | NO |
| 3 | Dr Baba Saheb Ambedkar Hospital | SH.Sumit Shokhanda | SECTION OFFICER | RECEIVED PDF | NO |
| 4 | RURAL DEVELOPMENT DEPARTMENT | SH.GURPREET SINGH | DY DIRECTOR | RECEIVED PDF | NO |
| 5 | SARDAR VALLABH BHAI PATEL | DR. RITU DHARMARHA | CMO | RECEIVED PDF | NO |
| 6 | PRINCIPAL ACCOUNTS OFFICE | SMT.VIJAY LAKHWANI | SR. ACCOUNTS OFFICER | NOT RECEIVED | NO |
| 7 | O/o the Registrar Cooperative Societies | SH.Alok Garg | | NOT RECEIVED | NO |
| 8 | WOMEN & CHILD DEVELOPMENT | SH. PRATIM PRATAP BARUAH | DEPUTY DIRECTOR | NOT RECEIVED | NO |
| 9 | CHIEF ELECTORAL OFFICER | SH. SATENDRA KUMAR | ACEO | NOT RECEIVED | NO |
| 10 | DEPARTMENT OF TRADE AND TAXES | SH.GULSHAN KUMAR MIGLANI | SECTION OFFICER | NOT RECEIVED | NO |
| 11 | Directorate of ayush (Homeopathic Wing) | SMT.LEENA VASANT CHHATRE | CMO | NOT RECEIVED | NO |
| 12 | BABU JAGJIVAN RAM MEMORIAL HOSPITAL | Rama Vagdevi Nanduri | Section Officer | RECEIVED PDF | NOT SENT |
| 13 | College of Art | Chandrashekhar Vitthal Adyalkar | Section officer | RECEIVED PDF | NOT SENT |
| 14 | Maulana Azad medical college | | | | NOT SENT |
| 15 | Lal Bahadur Shastri Hospital | SH.S.B Jangpangi | CMO (SAG) | RECEIVED | NOT SENT (Nodal Officer order not received) |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------------------|-------------|----------------------------|-------------------------------|---|---|-------------------------|-----------------------------|
| Name (no Salutation) | Designation | Date of Birth (yyyy-mm-dd) | Father's Name (no Salutation) | Name of Ministry/ Department / Organization (M/D/O) | Current Place of Posting | E-mail I'd (.gov/ .nic) | Mobile (linked with Aadhar) |
| | | | | This column may be typed as GNCTD- Services | Place of Posting for empoloyees drawing salary from your department will be same as your department for e.g. the Excise Department will fill Excise Department in this column | | |
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Note: For employees working in diverted capacity from other departments Sheet 2 of this excel sheet is to be used and in column 6 i.e. column of Current Place of Posting the department from which he/she is drawing salary will be written. For example an employee working in excise department diverted from Dept. of Education , this column will be filled as department of education