No.F.10(119)/2015/COORD./081320029/ 326-366   Dated: 06/06/2024

To,

All Heads of Departments,
Government of NCT Of Delhi.

Subject:- Regarding implementation of e-HRMS project.

Sir/Madam,

      May kindly refer to the subject cited above, wherein it is informed that the Services Department, GNCT of Delhi is implementing the e-HRMS project for IAS/DANICS/DSS and Steno cadres of GNCT of Delhi through DoPT/NeGD.

      In this regard, your good self is kindly requested to direct your department officials, the following, for the successful implementation of the e-HRMS project:-

1. 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. A team of two officials preferably from the Administration branch of your department may be attached with the Nodal Officer for e-HRMS for assisting him/her.

3. Share the Details & Mobile Number of the Nodal Officer(e-HRMS) and his team of your department with the Services Department vide e-mail.

4. Send the data of all the officers/officials working in your 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.

      This issues with the prior approval of the competent authority.

Encl: Template for employee data

Yours Faithfully,

Iti Agarwal
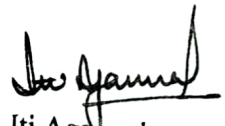(Deputy Secretary)
Services Department
Dated: 06/06/2024

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Copy To:
1. Staff Officer to the Chief Secretary, Delhi.
2. P.A. to the Secretary Services, Delhi.
3. P.A. to the Special Secretary, Services- I, Delhi
4. Guard File

SO (coordination) for uploading on website.

Iti Agarwal
(Deputy Secretary)
Services Department

1	2	3	4	5	6	7	8
Name (no Salutation)	Designa tion	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		

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