

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 7TH LEVEL, 'B' WING
I.P. ESTATE, NEW DELHI
{<http://services.delhigovt.nic.in>}

No.F.10(228)/2017/Coord./Vol.II/ 7407-7409
CIRCULAR

Date: 04/09/18

On perusal of the online data in HRIS, it has been observed that designation of many promoted officials and recently transferred officers/officials, have not been updated in the system by the concerned departments. Besides, previous postings detail column of various employees has been left incomplete by a number of departments/offices while this column should comprise of all the tenure of an employee in different departments he/she worked, so far.

It is, therefore, requested, to update these information in the HRIS on priority basis. In case, the data is already **Approved** in the system and departments are unable to update, a request for de-approval of the relevant column may be made at hris.delhi@gov.in latest by 05.09.2018, in the format as given below:-

S.N.	PAY PIN	NAME	D.O.B.	DESIGNATION	Column to be deapproved. (viz;-Basic details, Previous posting details, etc.



(RANJEET SINGH)

Additional Secretary (Services)

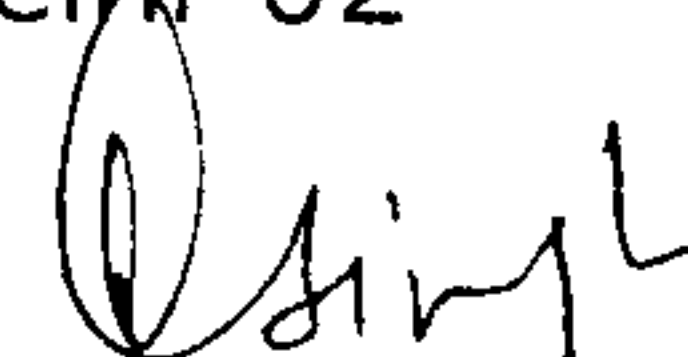
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All the Head of Departments, Government of NCT of Delhi.

Copy for information to:-

1. PA to the Secretary (Services), GNCTD, B-Wing, 7th Level, Delhi Secretariat, New Delhi-02
2. PA to the Special Secretary (Services), GNCTD, B-Wing, 7th Level, Delhi Secretariat, New Delhi-02
3. S.I.O. NIC, 3rd Level, Delhi Secretariat, I.P. Estate, New Delhi-02



(RANJEET SINGH)

Additional Secretary (Services)