

MOST URGENT

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (COORDINATION BRANCH)
DELHI SECRETARIAT, 7TH LEVEL, 'B' WING,
I.P. ESTATE, NEW DELHI – 110002**

F.No10(469)/2021/coord/HRIS/Pt.file/ 700-701

Dated: 22/03/2022

To

All HODs,
Govt. of NCT of Delhi.

**Sub: Regarding roll out of e-HRMS for IAS/DANICS/DASS/Stenographer Cadres
in GNCT of Delhi.**

Madam/Sir,

With reference to above cited subject it is informed that Services Department, Govt. of NCT of Delhi, is going to roll out e-HRMS for officers/officials of IAS/DANICS/DASS/Stenographer Cadres posted in various departments of GNCT of Delhi. The said e-HRMS can be accessed by the officers/officials by using duly operational NIC/Govt. e-mail ID only. This, therefore, necessitates that all the officers/officials of said cadres have NIC/Govt. e-mail ID.

It is therefore, requested to ensure that all the officers/officials posted in your department have duly operational NIC/Govt. e-mail ID. In this regard, the concerned establishment branch of the department be directed to send a compliance report in the attached proforma by **30.03.2022**.

Yours faithfully,



(Amitabh Joshi)

Dy. Secretary (Services)

Copy to:

1. Section Officer (Monitoring Cell), Services Department, Govt. of NCT of Delhi, for ensuring compliance.

Proforma to be submitted by 30th March, 2022

| S.No. | Name of officer/official | Designation | e-mail ID assigned (Operational) | Remarks (if any) |
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