

**Reminder-II**

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: COORDINATION BRANCH  
DELHI SECRETARIAT, 5<sup>TH</sup> LEVEL, 'A' WING  
I.P. ESTATE, NEW DELHI  
{e-mail <hris.delhi@gov.in>}

No.F.10(228)/2017/Coord./Vol.II/081510171/892-895

Date: 26/03/2024

To,

The Nodal Officer (HRIS)  
**(Through the HoD concerned)**  
(As per list attached)

Subject:-Updation/approval of data in the HRIS.

Sir,

Please refer to our earlier references of circular dated 06.11.2020 & 15/01/2021 on the above subject matter vide which it was requested to update/approve the details of DASS & Steno Cadre employee in HRIS. However, the information of the employees has not so far been updated/approved in the system in respect of the departments mentioned in the list enclosed.

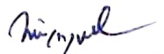
Further, it is informed that while the data of DASS and Steno Cadre employees has been updated by some user departments but the same has not been approved through Approval Login ID. The data which is updated but not approved is also reflected in the pendency report. It is compulsory to update and then approve the data for completion of updation and approval process. The departments are, therefore, requested to approve the data uploaded/updated.

In this regard, it is informed that the success of system depends upon the efficient updation and thereafter approval of the data. For the smooth utilisation of HRIS data for transfer/posting of DASS/Steno cadre, the updation and approval of all data is most desirable.

It is, therefore, once again requested to complete the all data-updation and approval on top most priority so as to make the HRIS module fully functional.

Yours faithfully,

Encl.:- as above

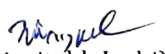
  
(Amitabh Joshi)

Dy. Secretary (Services)

No.F.10(228)/2017/Coord./Vol.II/081510171/892-895  
Copy for information to:-

Date: 26/03/2024

- 1) PS to the Pr. Secretary (Services), GNCTD, B-Wing, 7<sup>th</sup> Level, Delhi Secretariat, New Delhi.
- 2) PA to the Special Secretary (Services), GNCTD, B-Wing, 7<sup>th</sup> Level, Delhi Secretariat, New Delhi.
- 3) The Section Officer (Coordination Branch), Services Deptt, with the direction to upload the circular on the official website of the services Deptt.

  
(Amitabh Joshi)  
Dy. Secretary (Services)

Department Wise Employee Report

Select Cadre

All



SNO	Department Name	Total Employee's	No.Of Employees Whose Updates Done Pending For Approval	Approved Employee's	Pending Employee's
1	ADMINISTRATIVE REFORMS DEPARTMENT	23	0	20	3
2	ART CULTURE & LANGUAGE DEPTT.	3	0	2	1
3	Autonomus Body	1	0	1	0
4	CH.BRAHM PRAKASH GOVT. ENGG. COLLEGE.JAFFARPUR	28	2	25	3
5	Chief Electoral Office	372	3	354	18
6	CHIT FUND DEPARTMENT	10	0	10	0
7	COLLEGE OF ART	19	1	11	8
8	Delhi Fire Service	28	0	22	6
9	DELHI LEGISLATIVE ASSEMBLY SECRETARIAT	72	1	70	2
10	DELHI STATE LEGAL SERVICES AUTHORITY	7	0	0	7
11	Delhi Subordinate Services Selection Board	91	1	87	4
12	DEPARTMENT OF ARCHAEOLOGY	5	0	5	0
13	DEPARTMENT OF DELHI ARCHIVES	8	0	8	0
14	DEPARTMENT OF ENVIRONMENT	15	1	14	1
15	DEPARTMENT OF FOOD SAFETY	26	0	21	5
16	Department of Food, Supplies & Consumer Affairs	362	1	308	54
17	Department of Forest and Wild Life	31	0	18	13
18	DEPARTMENT OF INFORMATION TECHNOLOGY	11	0	11	0
19	Department of Social Welfare	114	0	94	20
20	DEPARTMENT OF TRADE & TAXES	594	0	589	5
21	Department of Welfare of SC/ST/OBC	33	0	32	1
22	DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT	119	3	91	28
23	DEPTT. OF LAW, JUSTICE & LA	30	0	30	0
24	DEVELOPMENT DEPARTMENT	60	0	57	3
25	DIP	25	0	24	1
26	Directorate General of Home Guards	25	1	23	2
27	DIRECTORATE OF AGRICULTURAL MARKETING	15	0	14	1
28	DIRECTORATE OF AUDIT	80	1	74	6
29	DIRECTORATE OF ECONOMICS & STATISTICS	14	0	14	0
30	DIRECTORATE OF EMPLOYMENT	62	2	56	6
31	DIRECTORATE OF GURDWARA ELECTIONS	10	0	10	0
32	DIRECTORATE OF HIGHER EDUCATION	15	1	12	3
33	DIRECTORATE OF PROHIBITION	4	0	4	0
34	DIRECTORATE OF PROSECUTION	38	0	29	9
35	Directorate of Training and Technical Education	276	6	250	26
36	DIRECTORATE OF VIGILANCE & ANTI CORRUPTION BRANCH	27	1	24	3
37	DIRECTRATE OF TRAINING	56	0	50	6
38	DRUGS CONTROL DEPARTMENT	16	0	14	2
39	Education Department	2147	6	2073	74
40	FORENSIC SCIENCE LABORATORY, GOVT OF NCT OF DELHI	33	0	29	4
41	G.B.PANT GOVT ENGINEERING COLLEGE OF DELHI	15	0	11	4
42	GENERAL ADMINISTRATION DEPARTMENT	335	13	295	40
43	Health & Family Welfare Department	1103	20	981	122
44	INDUSTRIES DEPARTMENT	89	0	89	0
45	Irrigation And Flood Control Department	122	1	97	25
46	Judicial	4	0	1	3
47	LABOUR DEPARTMENT DDO CODE 062001	108	0	108	0
48	Land And Building Department	96	0	96	0
49	LT. GOVERNORS SECRETARIAT	70	3	54	16
50	NCC DEPARTMENT	82	0	76	6
51	OFFICE OF LOKAYUKTA	10	0	10	0
52	OFFICE OF THE COMMISSIONER OF EXCISE ENTT. & LTAX	78	0	73	5
53	O/O THE COMMISSIONER FOR PERSONS WITH DISABILITIES	6	0	2	4
54	PAO HQ	351	0	349	2
55	PLANNING DEPARTMENT	35	2	33	2
56	POWER DEPARTMENT	11	1	9	2
57	PRISONS HEAD QUARTERS	149	7	137	12
58	PUBLIC GRIEVANCES COMMISSION	17	0	17	0
59	Public Works Department Govt. of NCT of Delhi	2	0	1	1
60	RAIYA SAINIK BOARD	3	0	1	2
61	REGISTRAR OF COOPERATIVE SOCIETIES	118	5	90	28
62	REHABILITATION SERVICES	23	1	22	1
63	Revenue Department	538	5	411	127
64	RURAL DEVELOPMENT	12	0	12	0
65	STATE ELECTION COMMISSION	2	0	0	2
66	TOURISM DEPARTMENT	8	0	8	0
67	TRANSPORT DEPT DDO 058001	173	5	143	30
68	Urban Development Department	94	0	91	3
69	WEIGHTS & MEASURES DEPARTMENT	42	3	34	8
Grand Total		8601	97	7831	770