

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF AUDIT
(Administration Branch)

04th Level, 'C'-Wing,
Delhi Sachivalaya,
New Delhi.

No. F.7(6)/DOA/Estt./2014/ 3302-25

Dated: 6-4-17

Sub.: Human Resource Management System – regarding.

Please find enclosed herewith the copy of Circular No. F.4/65/2008/S.II/1362-1363 dated 30/03/2017, received from the Dy. Secretary (Services), Services Department, with the request to bring the contents to the notice of all the DASS/Steno Cadre officers/officials for providing the requisite information by 06/04/2017 positively for onward transmission to Services Department.

Encl.: As above.

(SURENDER KUMAR)
DY. CONTROLLER OF ACCOUNTS (ADMN.)
TEL. NO. 23392427

No. F.7(6)/DOA/Estt./2014/

Dated:

Copy to: -

1. OSD to Minister of Tourism, GNCT of Delhi.
2. OSD to Chief Secretary, Delhi, GNCT of Delhi, 5th Level, 'A' Wing, Delhi Secretariat, New Delhi.
3. P.S. to Principal Secretary (Finance), GNCT of Delhi.
4. Joint Secretary [Budget/Accounts Infra/Finance (A/cs)], Finance Department, GNCT of Delhi.
5. Dy. Secretary (I/II/III/IV/V/VI), Finance Department, GNCT of Delhi.
6. Sr. A.O./A.O., Audit/LFA, Directorate of Audit, GNCT of Delhi
7. A.O./AAO (Admn), Directorate of Audit, GNCT of Delhi
8. Superintendent, Delhi Dialogue Commission/ACP Cell/ Directorate of Vigilance / Delhi Commissioner for Women, Small Savings, GNCT of Delhi.
9. PA to Controller of Accounts/DCA, Directorate of Audit, GNCT of Delhi
10. AAO/Nodal Officer, Website, Directorate of Audit, GNCT of Delhi.

(SURENDER KUMAR)
DY. CONTROLLER OF ACCOUNTS (ADMN.)
TEL. NO. 23392427

(2)

FIN/2017/6749
30-03-17

(1406)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT
DELHI SECTT., 5TH LEVEL : A-WING, I.P. ESTATE, NEW DELHI
(<http://services.delhigovt.nic.in>)

No. 4/65/2008/S.II/ 1362-1363

Dated: 30/03/2017

31/3/17

To

The Head of Department Concerned
Govt. of NCT of Delhi
Delhi/New Delhi

DC Head of M.D.

Sub.: Human Resource Management System - regarding.

Sir/Madam,

31/3
S/O (Admin)
31/3
AAO/A
3/4
M. P. Singh

I am directed to inform that the Services Department in association with the NIC has developed a web based cadre management system namely 'Human Resource Management System' (HRMS). The primary objective of the web based HRMS is to enhance the efficiency of cadre/personnel management of DASS/Steno Cadres in Govt. of NCT of Delhi.

2. I am further directed to request you to provide information on each employee of DASS/Steno cadre working in your department on or before 07/04/17, as per the annexed format.

This may be treated as 'Most Urgent'.

Yours faithfully

Encl.: As above.

(Signature)
29/03/17
(ANOOP THAKUR)
DY. SECRETARY (SERVICES)

No. 4/65/2008/S.II/ 1362-1363

Dated: 30/3/17

Copy for information & necessary action to Sh. Sanjay Kapoor, SIO, NIC, Delhi Secretariat, Delhi.

(Signature)
29/03/17
(ANOOP THAKUR)
DY. SECRETARY (SERVICES)

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Pro-forma for Service Particulars of all DASS / Stenographer Cadre officials

Name of the Department:

Name of the Nodal Officer:-

Contact No. of Nodal Officer: (Landline):- FAX No:-
(Mobile):-

Sl. No.	Name of the Officer / Official (in Capital Letters)	Cadre (DASS/Steno)	Grade/Designation	Date of Birth	Telephone Number./ Mobile Phone No.	Email ID (preferably issued by Department / NIC)	Aadhar Number *	Any other information	Signature of Official Concerned

(Signature of H
Name of HOD/HOO

- * Note:-
1. The Head of departments are requested to ensure seeding of Aadhar Number in Service Book of officers/officials concerned
 2. The details should be provided in descending order of hierarchy/seniority.