## GOVERNMENT OF N.C.T. OF DELHI DIRECTORATE OF AUDIT

(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing, Delhi Sachivalaya, New Delhi.

No. F.7(6)/DOA/Estt./2014/ 330 2 - 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.

OY. CONTROLLER OF ACCOUNTS (ADMN.)
TEL. NO. 23392427

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

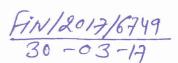
Dated:

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





## (wolo)

## GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI SERVICES DEPARTMENT

DELHI SECTT., 5<sup>TH</sup> LEVEL: A-WING, I.P. ESTATE, NEW DELHI

(http://services.delhigovt.nic.in)

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

Dated: 3 03/2017

Dated: 3 03/2017

Deted: 3 03/2017

To

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

Sub.: Human Resource Management System - regarding.

Sir/Madam,

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.

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

This may be treated as 'Most Urgent'.

Yours faithfully

Encl.: As above.

(ANOOP THAKUR)
DY. SECRETARY (SERVICES)

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

Dated: 32)3/17

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

DY. SECRETARY (SERVICES)



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			Pro-forma for S	ervice l	Particulars	of all	DASS / Stenographer C	adre offic	cials	
Name of the Department:  Name of the Nodal Officer:-										
C	ontact No. of N	odal Officer:						):		••
SI. No.	Name of the Officer / Official (in Capital Letters)	Cadre (DASS/Steno)	Grade/Designation	Date of Birth	Telephone Number./ Phone No.	Mobile	Email ID (preferably issued by Department / NIC)	Aadhar Number *	Any other information	Signature of Official Conce

(Signature of H Name of HOD/HOO

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

<sup>\*</sup> Note:-