

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF TRAINING & TECHNICAL EDUCATION**  
**MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088**

No.F.3(18)/2015/TTE/E-IV/ 4441-47

Dated: 23/6/15

1. Principals of all Polytechnics/ITIs under DTTE.
2. Branch Officers/Incharges of all offices under DTTE(HQ)
3. Controller, BTE.

**Subject: Human Resource Management System—regarding.**

Sir/Madam,


Please find enclosed a copy of letter No. F.10(119)/2015/Coord/1592-1598 dated 15.05.2015, received from Services Department, Govt. of NCT of Delhi on the subject cited above, along with the prescribed proforma for providing details in respect of Grade I/II/III/IV(DASS)/Stenographers.

In this regard, I am directed to request you to fill up the proforma as stated above, in respect of the DASS/Steno Cadre Employees posted in your institute/office, verify and certify the same from the service records of the officials concerned and furnish the same to this office **within five day positively**. You are also requested to depute a responsible official of your office, who is computer savy so that the data can be uploaded to the website through the Computer Branch, DTTE(HQ).

This may be treated as **Most Urgent**.

Yours faithfully,

Encl: As above


  
(VIJAY CHANDNA) 23/6/15  
NODAL OFFICER,  
HRMS.

No.F.3(18)/2015/TTE/E-IV/ 4441-47

Dated: 23/6/15

Copy to:

1. PS to Secretary, TTE/Director, TTE
2. PA to Additional Director, TTE
3. System Analyst, NIC, Delhi Sectt., 3<sup>rd</sup> Level, Delhi Sectt.
4. Assistant Programmer, DTTE(HQ) to request to upload the circular on website of the Department and also to make necessary arrangement for uploading the information.

  
(VIJAY CHANDNA) 23/6/15  
NODAL OFFICER,  
HRMS.

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. 10(119)/2015/Coord/1592-1598.

2738/PAD/2015-15

23/

CIRCULAR

Subj.: Human Resource Management System - regarding.

Dta. of Trg. & Tech. Education	
Diary No.	1228
20 MAY 2015	
Mund Maya Ram Marg Pitara Pura, Near T.V. Tower DELHI-110088	

Services Department with the help of the NIC has got a web based cadre management system developed. The system has been hosted on an NIC server. The cadre management of DASS/Stenographic Cadre till now was being carried out manually. Manual system had its obvious limitations and problems.

To obviate various difficulties faced in the cadre management, the web based cadre management system has been launched so that data is updated on real time basis to facilitate efficient retrieval of information analysis and correct decision making. Human Resource Management System intends to reduce paper work, bring efficiency and ensure transparency in cadre management decisions.

The new system envisages that information of each employee, in the format enclosed, is uploaded on the website. As such, a nodal officer, not below the rank of Joint Secretary be nominated to function as liaison officer and coordinate between Services Department/NIC, as the case may be, for early updation of data on website. The details of the nodal officer (name, designation, contact number & email id) may be forwarded to the undersigned forthwith.

Further, in order to facilitate updation and familiarize nodal officers of the department concerned with the functions of the website and updation of data, a training programme (as per schedule enclosed) has been scheduled in the Computer Lab of UTCS Department. The training is mandatory. The nodal officer along with support staff, if required, may be directed to attend the training. Further, it is intimated that forenoon schedule will commence at 10.00 AM and afternoon schedule will commence at 02.00 PM, as such, the officer/official may also be directed to attend the training on time.

: 2 :

It will be appreciated that real time data are of utmost importance. As the matter is of utmost importance and one of the main prerogatives of government, personal attention/intervention is solicited.

This issues with the prior approval of Competent Authority.

R18

(RICHA)

JOINT SECRETARY (SERVICES)

To

✓ All Head of Department (s), Govt. of NCT of Delhi/New Delhi, with the request to direct the nodal officer to attend the training programme.

Copy to:

1. OSD to Hon'ble Deputy Chief Minister, Govt. of NCT of Delhi, 6<sup>th</sup> Level, Delhi Secretariat, Delhi.
2. OSD to Chief Secretary, Delhi, Govt. of NCT of Delhi, 6<sup>th</sup> Level, Delhi Secretariat, Delhi.
3. The Assistant Director, Directorate of Training, Union Territories Civil Services, Govt. Of NCT of Delhi, Behind Karkardooma Court, Institutional Area, Vishwas Nagar, East Arjun Nagar, Shahdara, Delhi-110032
4. Sh. Sanjay Kapoor, SIO, NIC, Delhi Secretariat, Delhi.
5. The P.S. to Pr. Secretary (Services) Govt. of N.C.T. of Delhi, Delhi Secretariat I.P.Estate, New Delhi.
6. The P.A. to Spl. Secretary (Services) / Joint Secretary (Services), Govt. of N.C.T. of Delhi, Delhi Sectt. I.P.Estate, New Delhi.

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**BIO DATA**  
**(GRADE II/III/IV (DASS)/STENOGRAPHER)**

**1. PERSONAL DETAILS**

1. EMP. ID. NO. :
2. NAME :
3. GENDER (MALE/FEMALE) :
4. FATHER'S/HUSBAND'S NAME :
5. DATE OF BIRTH :
6. CATEGORY (SC/ST/OBC) :
7. IF BELONGING TO PH CATEGORY :  
(SUB-CATEGORY I.E. OH/VH/HH) :
8. MODE OF RECRUITMENT :
9. SENIORITY NO. :
10. IF APPOINTED UNDER SPORTS QUOTA, :  
SPECIFY GAME :
11. EDUCATIONAL QUALIFICATION :
12. PROFESSIONAL QUALIFICATION, IF ANY :
13. DATE OF ENTRY IN GOVT. SERVICE :
14. DATE OF ENTRY IN PRESENT GRADE :
15. PRESENT PAY BAND & GRADE PAY :
16. PERMANENT ADDRESS :
17. RESIDENTIAL ADDRESS :
18. TYPE TEST (PASSED-(ENG/HINDI)/ :  
EXEMPTED/YET TO QUALIFY) :
19. ACHIEVEMENTS, IF ANY :

**2. VIGILANCE CASE, IF APPLICABLE**

1. WHETHER PLACED UNDER SUSPENSION, :  
IF SO DETAILS THEREOF :
2. WHETHER ANY CHARGE SHEET ISSUED :  
UNDER CCS (CCA) RULES, 1965, :  
IF SO, DETAILS THEREOF :
3. WHETHER ANY PROSECUTION SANCTION ISSUED :  
AGAINST THE OFFICIAL, IF SO DETAILS THEREOF :
4. WHETHER, THE OFFICIAL HAS PREFERRED ANY :  
APPEAL/OA/WRTT ETC., IF SO, DETAILS THEREOF. :

3. **POSTING DETAILS (SINCE INITIAL APPOINTMENT TILL PRESENT POSTING)**

SL.NO.	NAME OF THE DEPARTMENT	GRADE/ POST	BRANCH/ OFFICE	FROM (DD/MM/YYYY)	TO (DD/MM/YYYY)
1					
2					
3					
4					

4. **TRANSFER DETAILS**

SL.NO.	TRANSFER ORDER NO. & DATE	WHETHER EXE/MIN/ DIV.CAP.	DATE OF STAND RELIEVING	DATE OF ISSUE OF SCN	MODIFICATION ORDER, IF ANY	RETENTION ALLOWED, IF ANY
1						
2						
3						
4						

5. **DEPUTATION POSTING DETAILS, IF APPOINTED ON DEPUTATION BASIS TO ANY OTHER POST**

SL.NO.	NAME OF THE DEPARTMENT	POST	PERIOD OF DEPUTATION
1			
2			

6. **MOBILE NO.**

7. **EMAIL ID**

8. **ANY OTHER INFORMATION**