



Government of NCT of Delhi
 Department of Information Technology
 9th Level, B wing Delhi Secretariat IP Estate, New Delhi
<https://it.delhi.gov.in>

Diary No. C-1403
 Date 28/6/22
 Go to the C.E.O. (DUSIB)
 G.N.C.T. of Delhi

F.6(457)/IT/e-Office/2015/Part file-4/CD-042672655/3539-3580

Dated: 27/06/2022

Circular

Reference to circular on e-office implementation dated 23.05.2022 wherein e-office is to be implemented by 30.06.2022, all departments are required to update Employee master Data (EMD) immediately on e-office platform. However, it is observed that only few departments have sent the details in the prescribe format.

All other departments have not sent the requisite details for creation of **accounts of EMD Administrator (Annex-1)**. Account creation of EMD Administrator of each department is imperative for onboarding of the department and subsequent updation of record of all employee of concerned department.

Therefore, once again, it is requested to send the details for account creation/updation of EMD Administrator in the prescribed format i.e. e-office PIMS Template available on website of IT Department under e-Office link (<https://it.delhi.gov.in/content/pims-template>), on email at kumar.krishan85@gov.in latest by **28.06.2022** and the exercise of updation of record of all employee of the concerned department be completed by 29.06.2022.

This may be treated as **MOST URGENT**

(Krishan Kumar)
 Joint Director (IT)

Copy to:

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Local /Autonomous Bodies, GNCTD

F.6(457)/IT/e-Office/2015/Part file-4/CD-042672655

Dated:

Copy for information to:

1. All Secretaries to the Hon'ble Ministers, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary to Hon'ble Chief Minister, Delhi Secretariat, GNCTD
3. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
4. PS to Secretary to Hon'be L.G., Raj Niwas. GNCTD

CEO
 CE (IT)
 DD (Systems)
 int. check of pending & sent. report

28/06/22

Diary No. 659
 Date 28/6/22
 Computer Division (DUSIB)
 Govt. of NCT of Delhi

Sr. No	Department Name
1	MAULANA AZAD MEDICAL COLLEGE (MAMC)
2	OFFICE OF CHIEF SECRETARY
3	OFFICE OF DEPUTY CHIEF MINISTER
4	OFFICE OF MINISTER EMPLOYMENT, DEVELOPMENT, LABOUR, TRANSPORT, GAD, IFC
5	OFFICE OF MINISTER FOOD & SUPPLY ENVIRONMENT AND FOREST ELECTION
6	OFFICE OF MINISTER HEALTH, INDUSTRIES, HOME, PWD, POWER
7	OFFICE OF MINISTER TOURISM, ART, CULTURE & LANGUAGES, GURUDWARA ELECTIONS, WATER
8	OFFICE OF MINISTER WOMEN AND CHILD, SOCIAL WELFARE, ST, LANGUAGE
9	OFFICE OF THE COMMISSIONER FOR PERSON WITH DISABILITIES
10	PUBLIC WORKS DEPARTMENT
11	PUNJABI ACADEMY.
12	SAHITYA KALA PARISHAD.
13	ARCHAEOLOGY DEPARTMENT
14	CENTRAL DISTRICT
15	CENTRALIZED ACCIDENT & TRAUMA SERVICES (CATS)
16	CHAUDHARY BRAHM PRAKSH AYURVED CHARAK SANASTHAN
17	CHIEF MINISTER OFFICE
18	DELHI ARCHIVES
19	DELHI FINANCE CORPORATION (DFC)
20	DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY

21	DELHI SANSKRIT ACADEMY
22	DELHI STATE AIDS CONTROL SOCIETY
23	DELHI STATE CIVIL SUPPLY CORPORATION (DSCSC)
24	DELHI TRANSPORT CORPORATION
25	DELHI VIDHAN SABHA
26	DEPUTY COMMISSIONER (WEST)
27	DIALOGUE AND DEVELOPMENT COMMISSION DELHI
28	DM(NORTH)
29	DR. N.C. JOSHI MEMORIAL HOSPITAL
30	EMPLOYMENT DIRECTORATE
31	GEO SPATIAL DELHI LTD.(GSDL)
32	GURUDWARA ELECTION DIRECTORATE
33	HINDI ACADEMY
34	INDRAPRASTHA VYAVSAYIK EVAM PARYAVARNEEYA SWASTHYA SAMITI
35	INFORMATION AND PUBLICITY DIRECTORATE (DIP)
36	INSTITUTE OF LIVER AND BILIARY SCIENCES (ILBS)
37	IRRIGATION AND FLOOD CONTROL DEPARTMENT
38	LT. GOVERNOR SECRETARIAT