

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**GOVT. OF N.C.T. OF DELHI**  
**(ADMINISTRATION BRANCH)**

NO: GA/1076/27/Admn/Misc/2020/D-183

Date: 10/3/23

**ENDORSEMENT**

The copy of under mentioned letter is forwarded herewith for information and further necessary action:-

Name of Deptt.	Circular N. and Date	Subject
Govt. of NCT of Delhi, Services Department, IT Cell, Delhi Secretariat.	F. 10(518)/I.T.Cell/E-HRMS/Misc.Comm./2022/43-48 dated: 01-03-2023	Reg. Furnishing of Certificate affirming Completion of Maintenance/Updation of Service Books for employees of GNCT of Delhi-Roll Out of E-HRMS .

Encl : As above

Dy. Director(Admn.)

Copy to:-

- 1 SE (Coordn.)
- 2 Dy. Director (Estt.)/Horticulture
- 3 All Ex.Engineers
- 4 Dy. Director (System)
- ✓ 5 Dy. Director (IT)
- 6 Guard file
- ✓ 7 Office Copy

Diary No. 227 DD(SYA) SP  
Date 13/3/23  
Computer Division (DUSIB)  
Govt. of NCT of Delhi

As upl.

As upl.

Programme

13.3.23

13/3/23

REMINDER-I  
MOST URGENT

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: IT CELL  
6TH LEVEL, "B WING", DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI 110002

No.F.10(518)/I.T.CELL/E-HRMS/Misc.Comm./2022/43-48

Dated: 01-03-2023

To,

All Heads of Departments,  
Government of NCT Of Delhi.  
(As per the List Attached)

SP

C-232

01/03/2023

SP

DD (Admin.)

Diary No... R-846

Date... 3/03/23

CEO  
M(A)  
Dr (Admin)

Subject:- Reg. Furnishing of Certificate affirming Completion of Maintenance/Updation of Service Books for employees of GNCT of Delhi Roll Out of E- HRMS

Reference -Letter No.F.10(518)/I.T.CELL/E-HRMS Misc Comm./2022/3778-3784 dated 27.12.2022

Sir/Madam,

I am directed to draw your kind attention to this office letter dated 27.12.2022 on the subject cited above vide which all the departments were requested to complete maintenance/updation of Service Books/Records upto 31.01.2023. However, till date only 14 Departments have submitted the requisite Certificate

Since the e-HRMS project is likely to go live very soon, therefore all the Departments as per list attached are requested to submit the requisite certificate latest by 10.03.2023.

This may please be accorded "TOP PRIORITY".

Encl: 1. List of Departments who have not submitted the requisite Certificate

2. Copy of Performa of Certificate

Yours Faithfully,

*Amitabh Joshi*

(Amitabh Joshi)

Deputy Secretary(Services)

No.F.10(518)/I.T.CELL/E-HRMS/Misc.Comm./2022/43-48

Dated: 01-03-2023

Copy to

1. Staff Officer to the Chief Secretary, Delhi.
2. P.A. to the Secretary Services, Delhi
3. P.A. to the Special Secretary Services- II, Delhi
4. P.A. to the Special Secretary Services- III, Delhi
5. Guard File

*Amitabh Joshi*  
Deputy Secretary(Services)

*Smt. Ranjima Verma*  
*Asst*  
6/3/23

15  
No. F.10(518)/I.T.CELL/E-HRMS/Misc. Comm./2022/43-48  
Date: 02-03-23

5P  
663  
02-03-23

S.No.	Name of Department (S)
1	A&U Tibbia College and Hospital
2	Acharya Bikhshu hospital
3	Administrative Reforms Department
4	Ambedkar Nagar Hospital
5	Archaeology Department
6	ART & CULTURE DEPARTMENT
7	Aruna Asaf Ali Hospital
8	Attar Sain Jain Eye & Gen Hospital
9	Audit
10	Baba Saheb Ambedkar Medical College
11	Baba Saheb Ambedkar Hospital
12	Babu Jagjivan MM Hospital, Jahangirpuri, Delhi
13	Bhagwan Mahavir Hospital
14	Central Jail (Delhi Prison)
15	Chit Fund Deptt
16	College of Art
17	Commissioner for Person with Disabilities
18	Dada Dev Matri & Shishu Hospital
19	Deen Dayal Upadaya Hospital
20	Deep Chand Bandhu HOSPITAL
21	Delhi Fire Service
22	Delhi Health Services (DHS)
23	Delhi Legislative Assembly Secretariat
24	Delhi Minority Commission
25	Delhi Subordinate Services Selection Board (DSSSB)
26	Department of excise, Entertainment & luxury
27	Department of Trade & Taxes
28	Department of Training and Technical Education (DTTE)
29	Deptt. of food safety
30	Development Department
31	Dialogue and Development Commission of Delhi
32	Directorate of Agriculture Marketing
33	Directorate of civil Defence
34	Directorate of Gurudwara Election
35	Directorate of Higher Education
36	Directorate of Panchayat
37	Disability Commission(O/o State Commission for Persons with Disability)
38	Dr. B.R Sur Homeopathic Medical College
39	Drugs Control
40	Dte of Ayush (ISM WING)
41	Dte. Of Vigilance
42	Dte. Of AYUSH (Homoeopathic Wing)
43	Dte. Of Family Welfare
44	Directorate of Economics & Statistics
45	Directorate of Employment
46	Dte. of Small Savings & Lotteries
47	Education Department

48	Finance Department
49	Food & Supplies
50	Forensic Science Laboratory
51	Forest & Wild Life
52	General Administration Department
53	Guru Gobind Singh Govt. Hospital
54	Guru Nanak Eye Centre Hospital
55	Guru Teg Bahadur (G.T.B) Hospital
56	Health & Family Welfare Deptt
57	Hedgewar Arogya Sansthan hospital
58	Home Department
59	Indira Gandhi Hospital
60	Industries Department
61	Information And Technology Department
62	Irrigation and Flood Control
63	Jag Prवेश Chander Hospital
64	L.G Secretariat
65	Labour Department
66	Lal Bahadur Shastri Hospital
67	Land and Building
68	Law Justice & Legislative Affairs
69	Lok Nayak Hospital
70	Lokayukta
71	Mahirshi Valmiki Hospital
72	N.C. Joshi Hospital
73	National Cadet Corpe (N.C.C) Department
74	OBC Commission
75	Planning Department,
76	Police complaint Authority
77	Principal Accounts Office (PAO)
78	Prohibition
79	Prosecution
80	Pt. Madan Mohan Malaviya Hospital
81	Public Grievances Commission
82	Public Works Department
83	Rao Tula Ram Hospital
84	Registrar of Cooperative Societies
85	Revenue Department Divisional Commissioner
86	Rural Development
87	Sanjay Gandhi Memorial Hospital
88	Sardar Vallabh Bhai Patel Hospital
89	Satyawadi Raja Harish Chander Hospital
90	Social Welfare
91	Tourism Department
92	Transport
93	Urban Development,
94	Walfare for SC/ST/OBC & Minorities
95	Weight & Measurement
96	Women and Child Development

CERTIFICATE AFFIRMING MAINTENANCE/UPDATION OF SERVICE BOOK		YES	NO
1)	<u>Maintenance/Updation of Service Book Record of Employees drawing Salaries from their respective departments:</u>		
	<p>A. Service record of Employees drawing salary from their respective departments is updated till date.</p> <p>B. Vigilance Proceedings, if any, is updated in service book.</p> <p>C. Departmental Level Postings is updated or not.</p> <p>D. Complete Transfer and Posting History in r/o each employee.</p> <p>E. Record of ACP/MACP is updated or not.</p> <p>F. Medical Record, if any, is updated or not.</p> <p>G. Relieving and Joining Entries updated or not.</p> <p>H. Leave Record updated till date</p> <p>I. Record of Break in Service Period, if any, not qualifying as Service, and reasons.</p> <p>J. Personal details: Aadhar Card, PAN Card, PRAN No., Medical fitness Certificate, Ex-serviceman, Police Verification Certificate, LTC home town.</p> <p>K. Employee Work Status: Probation completed or not, Permanency certificate</p> <p>L. Disability Certificate of Employee is submitted or not.</p> <p>M. Details of any Additional Qualification like Knowledge of any Regional Language, Knowledge of Typing/Shorthand, Knowledge of IT and Certificates Acquired, if any, regarding these Additional qualifications</p> <p>N. Permanent Address and updates, if any</p> <p>O. Communication Address and updates, if any</p> <p>P. Office Address and updates, if any</p> <p>Q. Emergency contact details and updates if any</p> <p>R. Quarter allotment details like Quarter location,</p>		

<p>Allotment details, Rent details.</p> <p>S. LTC availed details like: LTC avail year, LTC type, No. of Encashed leaves etc.</p> <p>T. Family Members Details: any addition/deletion is updated or not.</p> <p>U. Previous Government Service Record (Only state govt and central GOVT) if any.</p> <p>V. Training/Skill set acquired if any during service</p> <p>W. Details of contribution to Government employee's group insurance scheme.</p> <p>X. Addition of any educational qualification (degree, diploma etc)</p>		
<p>2) <u>Infrastructure required for Scanning and Digitization of Service Books.</u></p>		
<p>A. Sitting Capacity for 5 to 6 persons</p> <p>B. Minimum 3 to 4 Computer Systems</p> <p>C. LAN Connection with Internet facility.</p> <p>D. Basic Electrical Appliances for connecting Scanners and other Devices.</p>		

For better clarity of above mentioned points various Forms/Certificates regarding each point has been uploaded on the Google Drive with an example of one Sh. Vipin Singh Dhami, Jr. Asstt for better understanding. Kindly update the service books as per prescribed Forms/Certificates uploaded on Google Drive. The link for the Google Drive is as under. -

[https://drive.google.com/drive/folders/1p4VynfqU\\_hjQxK4eaokJVs7AyLVO7Pg-k?usp=sharing](https://drive.google.com/drive/folders/1p4VynfqU_hjQxK4eaokJVs7AyLVO7Pg-k?usp=sharing)

This certificate is to be furnished by the Head of Department.