

GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
2ND LEVEL, 'A' WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002

F.No.18/21/2024/e-HRMS/GAD/Admn./ 33995

Dated :- 19/07/2024

OFFICE ORDER

**Sub: Implementation of e-HRMS project for IAS/DANICS/DSS and Steno Cadres in GAD
– uploading of data on e-HRMS portal**

The following schedule is laid down for uploading of data in r/o officers/officials on e-HRMS portal, for implementation of e-HRMS project in GAD :-

S.No.	Name of Branch	Timeline for uploading of data
1	Admn. Branch Accounts Branch Coordination Branch Caretaking-I Branch Protocol Cafeteria Branch	22/07/2024 (Monday)
2	Caretaking-II Caretaking-III Freedom Fighter Cell Telephone Branch Court Case Branch	23/07/2024 (Tuesday)

All the employees must possess govt. email IDs for uploading of data on e-HRMS portal. Further, the details as per enclosed template is to be kept ready by the officials for it to be uploaded (copy enclosed).

The staff should get in touch with the team of officials already constituted vide Office Order dt. 07/05/2024, namely Shri Nitish Bhardwaj, Asstt. Section Officer & Shri Manav Shakya, Data Processing Assistant, GAD, for onboarding on the portal.

The concerned Deputy Secretary & Section Officers are directed to personally ensure that the staff working under them upload their data on e-HRMS portal strictly as per the above timeline. All Dy. Secretary/Section Officer shall report detailed compliance report positively by 11 AM on 24/07/24.

Non-compliance will be viewed seriously.
Encl.: as above

(Pravesh Ranjan Jha)
Spl. Secretary (GAD)

F.No.18/21/2024/e-HRMS/GAD/Admn./ 33995

Dated :- 19/07/2024

Copy forwarded to :-

- 1) PS to Addl. Chief Secretary (GAD)
- 2) DCA, GAD
- 3) All Deputy Secretaries, GAD
- 4) All Section Officers, GAD
- 5) DDO, GAD
- 6) AAO, GAD
- 7) Data Processing Assistant, GAD
- 8) Guard File

(Piyush Dosi)
Deputy Secretary (GAD)

Suptadmn/1847



Personal Details



Service Details



Address



Experience



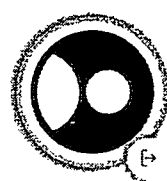
Training



Qualifications



Awards/Publication



Salutation*

--Select--

First Name*

--Select--

Middle (Optional)

Last Name

Date of Birth*

Gender*

--Select--

Category*

--Select--

Father's Name*

Mother's Name*

Marital Status

--Select--

Name of Spouse

Birth State *

--Select--

Birth District*

State of Permanent Residence

--Select--

Differently Abled *

No

PAN No.*

Identification Mark ?

Blood Group *

--Select--

Mother Tongue

Religion

--Select--

Languages Known

Read

Write

Speak

--Select--

--Select--

--Select--

--Select--

--Select--

--Select--

--Select--

--Select--

--Select--

Add Family Members

Save as draft

Designation*

--Select--

Pay Matrix Level *

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--Select--
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Pay effective date

3
1

Present Address

Address 1 *

Address 2

State*

--Select--

District*

--Select--

Pincode* ①

☐ Same as Present Address

Permanent Address

Address 1 *

Address 2

State*

--Select--

District*

--Select--

Pincode* ①

Mobile No* ①

9936479542

Email Id 1

(nic/gov/org/eauth/res/ac/es/karmayog/ernet/net)*

Save as draft

Previous



Personal Details



Service Details



Address



Experience



Training



Qualifications



Awards/Publication

Designation	Ministry	Department/Office	Posting Type	Location	Sector	From Date	To Date	Action
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NOT AVAILABLE

+ Add

Save as draft

Previous

Experience Details

Print

Personal Details

Awards/Publication

Posting Type*

Designation*

Ministry*

--Select--

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Department/Office*

Location

Sector

--Select--

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Date From To*

from

To

☐ Till Date

To Date

Action

Designation

Ministry

NOT AVAILABLE

+ Add

Save

Cancel

Save as draft

PREVIOUS

Personal Details

Service Details

Address

Experience

Training

Qualifications

Awards/Publication

Training

Add Training

Other Training

Training Name *

Institute*

From Date *

To Date *

Result *

--Select--

Save

*NA - Not Applicable

Save as draft

Previous



Personal Details



Service Details



Address



Experience



Training



Qualifications



Awards/Publication

University/Institute/Board

Qualification

Division

Year Of Passing

Action

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Previous

Qualification Details

Print

Personal Details

Awards/Publication

Qualification *

Division *

Year of Passing *

--Select--

--Select--

University/Institute/Board *

Save Cancel

Action

University/Institute/Board

NOT AVAILABLE

+ Add

Save as draft

Previous

-  Personal Details
-  Service Details
-  Address
-  Experience
-  Training
-  Qualifications
-  Awards/Publication

Awards/Publication

Type	Area	Year
		--Select--
Name/ Description	Awards given by/ Publisher Name	
Level	Subject	
1		
Save		

Pen Picture with achievements

Max Limit : 100 Words