

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

F.No. F.6(457)/IT/e-Office/2015/Part file-4/CD-042672655/2896-2965

Dated: 10/06/22

Circular

Reference to circular on e-office implementation dated 23.05.2022 wherein eOffice is to be implemented by 30.06.2022, all Departments are required to update the Employee Master Data(EMD) immediately on eOffice Platform.

2. However, it is observed that only few departments, have sent the details in the prescribed format (List of such Departments is enclosed as Annexure-I). **All other Departments have not yet sent the requisite details for creation of account of EMD administrator.** Account creation of the EMD Administrator for each department is imperative for onboarding of the Department and subsequent updation of record of all employees of the concerned department.
3. Therefore, once again, it is requested to provide the details for account creation/updation of EMD administrator via filled in pre-requisite EMD template (**copy enclosed as Annexure-II**) by email at kumar.krishan85@gov.in latest by **13/06/2022** and the exercise of updation of record of all employees of the concerned department be completed by **20/06/2022**.
4. Further, in case any of the Departments need to modify the details of the EMD Administrator, then they may also send the requisite details in the prescribed format (**Annexure-II**) latest by **13/6/2022**.
5. This may be treated most urgent.


(Krishan Kumar)
Joint Director (IT)

Copy to:

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

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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

d/c

List of Department/Organisation for which EMD administrator account active

S.No.	Deptt Name	Name	Designation	Govt. email id
1	AR	Sh. Sachil Kumar yadav	Asstt. Director	sachil.yadav@gov.in
2	Directorate of education	Sh. Raj Kumar Joshi	System Analyst	rajkumar.joshi@gov.in
3		Sh. Shanker Dutt Khajuria	Data Processing Assistant	shanker.dutt@gov.in
4	Directorate of education	Vijender	Trained Graduate Teacher (Computer Science)	karan.adhikari@delhi.gov.in
5	DPCC	Dr. B.M.S Reddy	Senior Environmental Engineer	bmsreddy.dpcc@gov.in
		Sh. N.K. Joshi	Environmental Engineer	srscitdpcc.delhi@nic.in
6	Dr. BR Ambedkar University	Deepak Bishla	System Admin	
7	Drug control deptt	Sh. Sundeep Balakishan Jivnapukar	Assitant DrugsController	dirdcd@nic.in
8	Excise Dept.	Madhu Yadav	System Analyst	madhuyadav.79@gov.in
9	Institute of Human Behaviour and Allied Sciences (IHBAS), Delhi	Dr. C.B Tripathi	Officer Incharge (I.T Cell)	cbtripathi.ihbas@delhi.gov.in
10	LNH	Ms. Seema Saini	DPA	seema.saini21@gov.in
		Dr. Amit Gupta	DMS	dr.amit32@gov.in
11	RCS	Manjeet Shanker	DPA	manjeet.singh40@delhi.gov.in
12	Revenue Deptt HQ	JBM Ganesh Kumar	Sr. System Analyst	jbmganesh.kmr67@gov.in
13	Social Welfare	Sh. Harbr Singh	System Analyst	harbir.63@gov.in
14	Dept of Food, Supplies & Consumer Affairs	Smt. Jenevibha Kujur	Sr. System Analyst	Jenevibha.28@gov.in
15	Principle Account Office	Sh. Vijay Shendra	Sr. System Analyst	vijay.shendre@gmail.com
16	Delhi State Cancer Institute	Vinu S Pillai	Head Clerk	vspillai.41@gov.in

17	Labour Department	Anita rana	Dy Labour Commissioner	anita.rana14@delhi.gov.in
18	DES	Tripti Aggarwal	System Analyst	tripti.a@gov.in
19	DSIIDC	Vivek Behl	Chief Engr(E&IT)	vivek.behl.326n@gov.in
20	Dte of Prosecution	Aditya Trehan	Astt Public Prosecutor	trehan.aditya86@gov.in
21	Transport	sanjay kumar Gautam	Sr System Analyst	sk.gautam31@gov.in
22	Trade and Taxes	Man Mohan	System Analyst	manmohan.35@gov.in
23	Finance Department	Nitin Kr Gupta	System Analyst	nk.gupta86@gov.in
24	DJB	sanjay kumar vishwakarma	Programmer	sanjaykr.vishwakarma29@gov.in
25	WCD	Anirudh Soni	DPA	anurudha.soni@gov.in
26	Health & Family	Sachin Varun	System Analyst	sachin.varun@gov.in
27	Home	Dy Secretary	Ashish Kumar	ashish.kmr70@gov.in
28	DHS	Brijesh Bhardwaj	Data Assistant	bhrdwal.brijesh86@gov.in
29	DPGS	Shri Chand Sharma	Consultant	conshort-dpgs@govcontractor.in
30	Forest & Wildlife	Amit anand	DCF	agmu216@ifs.nic.in

S. No.	Basic Details of employee										EMD Details							
	Office Organization/Department	Employee Code	Sex	Employee Full Name / Official Name	Designation of employee	Category	Date of Birth	Date of Joining Organization	Off. Email	Mobile No.	Entry (Date of Office/Section)	Name of Department/unit	Organization In Charge	Post Name	Marking Absence sheet	Name of Parent Organization/unit	Name of Reporting Officer	Marking Absence of Reporting officer

* It is completely user department's discretion to capture Mobile No. of the employee(s)