

TIME BOUND MATTER  
MOST URGENT

15-  
INFORMATION TECHNOLOGY DEPARTMENT  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA : NEW DELHI

Dated: 24/12/12

No. D-1034/Dir(IT)/2012


CIRCULAR

It has been desired to have a complete data of all employees of NDMC. To achieve this goal, the IT Department has to start implementation of Employee Information System. The data of around 7185 employees were collected in the year 2008-09, and the data of all the left out employees are required to furnish their details in the enclosed proforma.

It has been decided that the same information should reach in IT Department till 28<sup>th</sup> February, 2013 positively duly verified from respective establishment branch. The form is available on NDMC website i.e. [www.ndmc.gov.in](http://www.ndmc.gov.in).

All the HODs are hereby requested to ensure that the enclosed proforma of all the left out employees duly filled in and certified by the concerned establishment branch must reach in the IT Department upto 28<sup>th</sup> February, 2013 positively failing which the salary for the month of March 2013 should not be released.

This issue with the prior approval of the Chairperson, NDMC.

  
(O. P. Mishra)  
Director (IT)

Copy to:

- All HODs
- All Notice Boards
- P. S. to Secretary for information please.
- P. S. to FA for information please.
- P. S. to LA for information please.
- P. S. to Chief Auditor for information please.
- P. S. to Chairperson for information please.