MOST IMMEDIATE

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION : OLD SECRETARIAT : DELHI
{GAZETTED OFFICER CELL}

No. F.37(4)/(832)/EDN./GOC/2008/20296

Dated:- 21/12/11

Sub.:- Census of Employees as on 31st March, 2011.

Please find enclosed herewith a copy of letter No. DE.21(1)/219/Stat/09/2266-2268 dated 08/12/2011 received from Jt. Director (Planning), Dte. of Education, Delhi on the subject cited above.

You are requested to upload the above said letter with its enclosures on the POP UP window of the Departmental Website, so that the concerned branches of this Directorate can submit the requisite information accordingly directly to the Dte. of Economics & Statistics, Govt. of Delhi immediately.

(SATENDRA KUMAR YADAV)
SUPERINTENDENT (GOC)

O.S. (IT)
Dte. of Education,
Govt. of NCT of Delhi.
GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
STATISTICAL BRANCH
PATRACHAR VIDYALAYA BUILDING
TIMARPUR, DELHI-110054

No. F.DE.21(1)/219/Stat/09/2266-2268

Dated: 8-12-2011

To,

The Addl. D.E (Admn.),
Dte. of Education,
G.N.C.T of Delhi
Old Sectt., Delhi.

Sub: Census of Employees as on 31st March, 2011.

Sir,

Please find enclosed herewith a copy of D.O. letter No. F.5(6)/P&C/DES/2011/12045 dated 30-11-2011 and letter No. F.5(6)/P&C/DES/2011/8938-9102 dated 08-08-2011 along with set of instructions received from Pr. Secretary (Planning), GNCTD on the subject cited above. The data on census of employees is urgently required by the DES, G.N.C.T.D.

You are, therefore, requested to send the requisite information on census of employees as on 31st March, 2011 pertaining to all branches i.e. E-I, E-II, E-III, E-IV and GOC of Education Department under your kind control directly through on-line on their office website http://des.delhi.gov.in on priority basis under intimation to this office.

Yours faithfully,

Encl: As above

Addl Director of Edn (Admn.)
Diary No. 15286
Date. 9/12/11

No. F.DE.21(1)/219/Stat/09/2266-2268

Dated: 8-12-2011

Copy to:-

(1) PA to Pr. Secretary (Planning), Planning Department, GNCTD, 6th Level, B-Wing, Delhi Secretariat, I.P.Estate, New Delhi w.r.t. D.O. letter No. F.5(6)/P&C/DES/2011/12045 dated 30-11-2011,
(2) PA to Director, Directorate of Economics & Statistics, G.N.C.T.D, B-Wing, 3rd Floor, Vikas Bhawan II, Near Metcalf House, Upper Bela Road, Delhi -110054.

B.L. Yadav
Jt. Director (Planning)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
PLANNING DEPARTMENT
6TH LEVEL, B-WING, DELHI SECRETARIAT
I.P. ESTATE, DELHI SECRETARIAT
NEW DELHI

No. F.5 (6)/P&C/DES/2011 /838-3102 Date: 08.8.2011

To,

User ID: ed 935 Password: ed 935

Sub: On line information of Census of Employees as on 31st March 2011.

Sir/Madam,

1. The Directorate of Economics & Statistics brings out the report on "Census of Employees for Delhi Government and its Autonomous Bodies on year to year basis. At present data is being provided to this office by post which is time consuming and results in delay in preparation of the report.

2. To reduce the time lag, a web application has been developed in-house, which will enable you to make online data entry regarding Census of Employees of your office. This web application has been hosted on our office website http://des.delhi.gov.in You have been allotted above mentioned user ID and password by which your office can enter data without any difficulty.

3. The web application is user friendly and the entire help text (Illustration Manual) can also be viewed in home page. It is essential to draw your attention that once you click the 'save' button after entering the requisite data, no alteration could be possible at your end. Therefore caution needs to be exercised by checking the entered data before clicking 'save' button.

4. You are therefore requested to start submitting the requisite information in respect of your Department/Organization/Office as on 31-3-2011 through web application latest by 19-8-2011 so that the report on Census of Employees in Delhi Govt. & its Autonomous Bodies could be published in time. In case of any difficulty The Dte. of Economics & Statistics can be contacted on Tel. No. 23812840/23812845.

This may please be given top priority.

Yours faithfully,

(L. Tochhong)
Pr. Secretary (Planning)

Encl.: As above.
Select the link from the website http://des.delhi.gov.in
Census of Employees in Govt. and Autonomous Bodies

Login form: Sign in with your login ID & password as allotted and click on submit button
Select the **Entry Form** from the menu for entering the data.

2. Select year for which you want to enter the data. Ex: 20102011.
3. Select **pay band** from the drop down menu and then select **grade pay** for the data entry in the form.
Enter '0' in the textboxes where there is no input. Recheck columns before you click on the submit button. Once a record is submitted, editing is not allowed.

To add another new record, click on the add new record button. After completing all the entries, click on the exit button on the form.

On exit, you will be asked if you have completed all entries (i.e. for all paybands and grade pay) wherever required. If you have completed please select yes else no. Once you select yes and submit, the entries for that particular year will be locked and no more entries would be allowed.
Data Entry for Safai Karamchari employees

To enter details for safai karamchari employees, click on entry form (safai karamchari) from the main menu. The page for selecting year will be displayed, select year and you will be redirected to entry page.
Enter number of males and females. Enter zero ‘0’ wherever there is no entry. Kindly recheck before submitting.

**Change password:**

It is advisable to change password and keep it safe. To change password, click on **change password** button from main menu.
Dear Rakesh Mohan,

Please refer to my letter No.F.5(6)/P&C/DES/2011/8938-9102 dated 08.08.2011 regarding submission of information on-line pertaining to census of employees as on 31.3.2011 for bringing out the publication 'Census of Employees in Delhi Government & Autonomous Bodies-2011'. However, the requisite information has not been entered by your office. The user ID and password were already allotted to your department vide letter dated 8.8.2011. This is an important and time bound publication which is getting unduly delayed.

I would be grateful, if you could look into the matter personally and arrange to submit the requisite data on-line on our office website www.des.delhi.gov.in pertaining to your department/organization for the period ending 31.03.2011 so that the report for the year 2011 may be released by this office on time.

With regards,

Yours sincerely,

L. Tochhong

Shri Rakesh Mohan, IAS
Pr. Secretary,
Education Department,
Government of NCT of Delhi,
Old Secretariat,
Delhi – 110054.