

**DELHI TRANSCO LIMITED**  
(A Govt. of NCT of Delhi Undertaking)  
Kotla Road, Shakti Sadan, New Delhi – 1100 02.

No.F.DTL/108/24/08-HR (Policy)/536

Dated 20-03-09

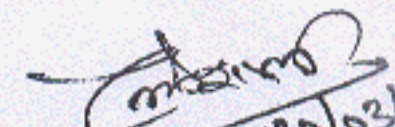
**CIRCULAR**

Human Resource Information System (HRIS) is being created under the aegis of MIS. The personal profiles of all employees of DTL have been captured on to the HRIS module which includes personal information, education/service records and other such details.

All employees are requested to check their personal profiles on the official website of DTL available at employee login under Attendance MIS. Any discrepancies in the personal profile or any addition /deletion /modification in the same shall be brought to the notice of respective cadre controlling office. The employee may download and print their personal profiles, make necessary and desired changes, wherever applicable and attach supporting documents before forwarding it to the concerned cadre controlling office.

As HRIS module is at final stage of implementation, all are requested to forward their requisite information latest by 31.03.09.

In case, no response is received from an employee, the data available in HRIS module shall be treated as final.

  
(R.K. Verma) 20/03/09  
Asstt. Manager (HR-Policy)

Copy to:

1. EO to CMD.
2. PS to Dir(HR)/Dir(Opr.)/Dir(Fin).
3. All GMs/DGMs.
4. All Departmental/Sectional Heads.
5. Office order folder of HR Policy Section.