

Govt. of NCT of Delhi
Department of Social Welfare
7th Floor, MSO Building, ITO
I.P. Estate, New Delhi-110002
(Administrative Branch)

F.44(115)/2024/DSW/Admn/ 2763-2822

Dated: 05.06.2026

CIRCULAR

All the Dy. Directors /SOs/Supdt./Branch In-charge all the Home/Institutions/District Offices of Department of Social Welfare, GNCTD are hereby directed to submit the biometric attendance report pertaining to the officers/officials working under their respective branches.

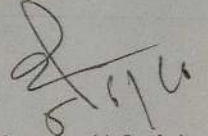
Accordingly, to the Biometric Attendance Report for the Month of May- 2026 may be furnished to Admin Branch at email id ddadmn2@gmail.com within two (2) days of issuance of the circular for consolidation and submission to the Competent Authority.

Further for the subsequent weeks i.e 01 June 2026 onwards all concerned branch in-charges shall submit the weekly Biometric Attendance report, duly verified and certified at above mentioned an email id on very next Monday in the format attached.

The responsibility for timely submission and correctness of attendance data shall rest with the concerned branch-in-charge/controlling officer.

This may kindly be treated as "Most Urgent".

This issues with the prior approval of Competent Authority.

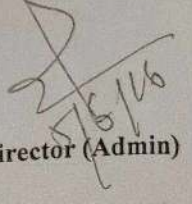

Deputy Director (Admin)

F.44(115)/2024/DSW/Admn/ 2763-2822

Dated: 05.06.2026

Copy to:

1. PPS to Additional Chief Secretary (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
2. PA to Director (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
3. PPS to Deputy Director (Admn), Department of Social Welfare, GNCTD, 7th Floor, MSO Building, ITO, New Delhi-110002.
4. All DDs/DSWOs/DDOs/HOOs/Incharges of the Homes/Institutions/District Offices/Branches, Department of Social Welfare, GNCT of Delhi (for information and necessary action).
5. Assistant Director(IT), IT Branch, DSW with the direction to register all officers/officials of DSW(HQ).
6. All Branch Incharges, DSW (HQ), 7th Floor, MSO Building, ITO, New Delhi-110002
- ✓ Sr. System Analyst, DSW for uploading the circular on the departmental website.
8. Guard file.


Deputy Director (Admin)

54/ce
5/6/2026

Department of Social Welfare for the Month of May 2026

Sr.No	Branch/Section Name	Name of Officer/Official	Designation	Whether Registered (Y/N)	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
					In Time	Out Time	In Time	Out Time	In Time	Out Time	In Time	Out Time	In Time	Out Time	In Time	Out Time