

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
7<sup>TH</sup> FLOOR, MSO BUILDING, ITO, NEW DELHI  
(ADMINISTRATION BRANCH)

F.No.44(28)/2023/DSW/Admn/Estt./ 1703-1726

Dated: 2/1/24

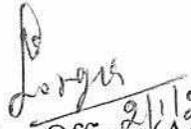
CIRCULAR

Department of Social Welfare, GNCTD has developed an Attendance Monitoring System. All Branch In-Charges are hereby directed to mark the attendance of officials working under them at (<https://dswapp.delhi.gov.in/eims>) by 11 a.m. on every working day without fail. The login credentials and entry steps/guidelines are enclosed herewith.

Non-Compliance of the circular will be viewed seriously. Any operational issue to be raised by concerned Branch Incharge with Sr. System Analyst and resolution achieved immediately.

This issues with the approval of Director, SW.

Encl: As above.

  
2/1/24  
Section Officer (Admn.)

F.No.44(28)/2023/DSW/Admn/Estt./ 1703-1726

Dated: 2/1/24

Copy to:-

1. PS to Secretary(SW), Department of Social Welfare, GNCTD, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, New Delhi-110002.
2. PA to Director(SW), Department of Social Welfare, GNCTD, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, New Delhi-110002.
3. Sr. System Analyst, DSW for uploading the circular on the Departmental Website.
4. All Branch In-Charges (HQ), Department of Social Welfare, GNCTD, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, New Delhi-110002.
5. Guard file.

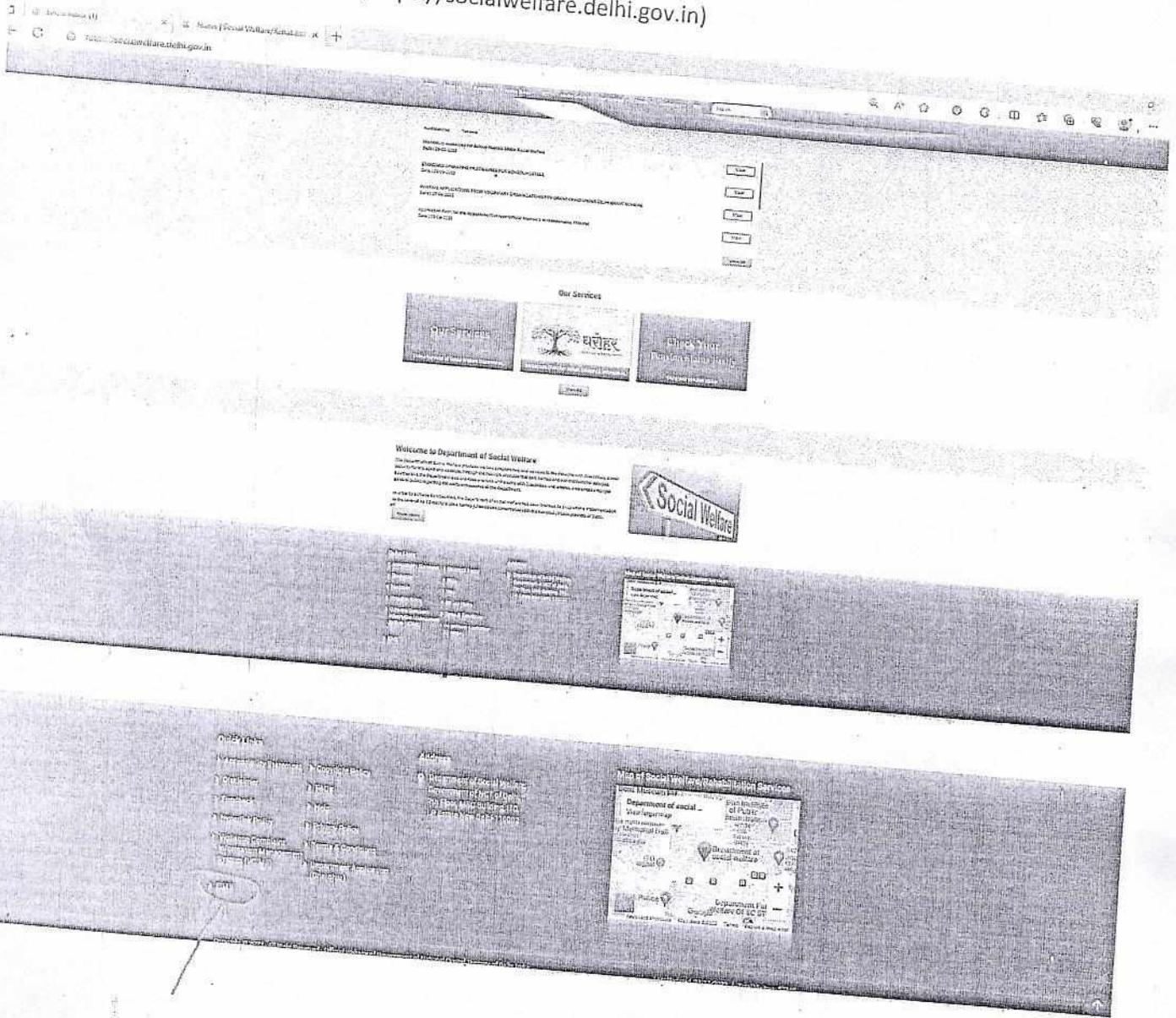
  
2/1/24  
Section Officer (Admn.)

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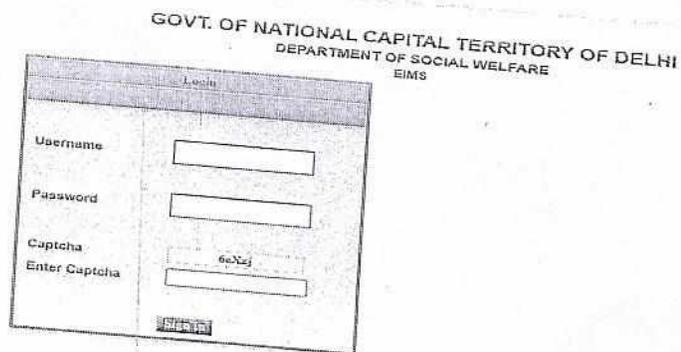
# Attendance Monitoring System

Step 1) Go to Department website (<https://socialwelfare.delhi.gov.in>)



Step 2) Click above eims link following screen display.

<https://delhiappssm.gov.in/eims/>



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Step 3) Enter username and password and captcha following screen will display:

← ↻ 📄 [https://dswapp.delhi.gov.in/ams/ideat\\_option.aspx](https://dswapp.delhi.gov.in/ams/ideat_option.aspx)

Welcome Personal Branch of Director(SW)

Logout

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF SOCIAL WELFARE

[Employee Master](#)  
[Attendance Entry](#)  
[Change Password](#)  
[Reports](#)

Step 4) Click Attendance entry option and submit form with employee attendance status.