

MOST URGENT
OUT TODAY

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

F.44(292)/2025/Admn/DSW/2165-2225

Dated: 22/05/26

CIRCULAR

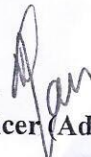
Subject: Mandatory Registration and Marking of Attendance through Biometric Attendance System.

Please find enclosed herewith a copy of Circular No. F.16/23/AR/Biometric/2026/728-820 dated 08.04.2026 received from Deputy Secretary (AR), Govt. of NCT of Delhi. In this regard, it is hereby informed that all Officers and Officials of the Department of Social Welfare are required to register themselves in the Biometric Attendance System and mark their attendance regularly through the said system without fail. The instructions shall be applicable to all categories of staff, including Regular Employees, Contractual Staff, Outsourced Staff, Part-Time Employees, Security Staff, Sanitation Staff, Daily Wagers / Support Staff, any other personnel working under the control of Department of Social Welfare, GNCT of Delhi.

Further, All DD/ DSWO/DDO/HOO/Incharge of the Homes/Institutions/District Offices/Branches are requested to ensure strict compliance of the above instructions and furnish a compliance certificate to this office within 02 days from the date of issuance of this circular.

Non-Compliance in this regard shall be viewed seriously

This issues with the approval of the Competent Authority.


Section Officer (Admin)

Encl: As above.

F.44(292)/2025/Admn/DSW/2165-2225

Dated: 22/05/26

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 DD/ DSWO/DDO/HOO/Incharge of the Homes/Institutions/District Offices/Branches, Department of Social Welfare, GNCT of Delhi (for information and necessary action).
- ✓ 5. Sr. System Analyst, DSW for uploading the circular on the departmental website.
6. Guard File.


Section Officer (Admin)

40/cc
25/05/26

TO (JB)
22/