

**GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH)
7TH FLOOR, MSO BUILDING, I.P. ESTATE, NEW DELHI-110002**

F.1(1)/Admn/DSW/WO/26-27/EFile-380686 | 4742-4821 Dated: 7/08/2026

Minutes of the Meeting of Officers of the Department of Social Welfare, GNCT of Delhi held on 31.07.2026 under the Chairmanship of the Deputy Director (Administration)

A meeting of the Officers of the Department of Social Welfare, Government of NCT of Delhi, was held on **31.07.2026 at 12:00 Noon** through Video Conferencing under the Chairmanship of the **Deputy Director (Administration), DSW**. The list of officers who attended the meeting is enclosed as **Annexure-I**.

The discussions held and the decisions taken are as under:

1. Review of Compliance regarding Submission of Daily Biometric Attendance Summary

During the review of the Biometric Attendance Summary received in the Administration Branch, DSW Headquarters, it was observed that several District Offices, Homes/Institutions and Branches of the Department are not submitting the Biometric Attendance Summary on a daily basis in the prescribed format. Consequently, the consolidated report could not be forwarded regularly to the Office of the Hon'ble Minister (Social Welfare).

Accordingly, all Section Officers/Superintendents/In-charges of District Offices, Homes/Institutions and Branches of DSW are hereby directed to ensure that the **Biometric Attendance Summary is submitted daily in the prescribed format** to the Administration Branch, DSW Headquarters, without fail.

Any deviation or delay in submission shall be viewed seriously.

(Action: All District Offices, Homes/Institutions and Branches of DSW)

2. Nomination of Nodal Officers for the Biometric Attendance System

Reference was invited to the Circular dated **15.07.2026**, whereby all Section Officers/Superintendents/In-charges of District Offices, Homes/Institutions and the IT Branch were directed to nominate Nodal Officers for the effective implementation, monitoring and coordination of the Biometric Attendance System.

During the review, it was observed that several District Offices and Homes/Institutions have not yet nominated the requisite Nodal Officers.

Accordingly, all concerned Section Officers/Superintendents/In-charges who have not yet complied with the above directions are hereby instructed to nominate the Nodal Officer immediately and communicate the details to the Administration Branch.

Non-compliance shall be viewed seriously.

(Action: All District Offices, Homes/Institutions and Branches of DSW)

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3. Submission of Staff Details

Reference was also invited to the Circular dated **05.06.2026**, whereby all District Offices, Homes/Institutions and Branches were directed to furnish staff details, including posting particulars, salary details and residential information, in the prescribed format.

It was observed that several District Offices, Homes/Institutions and Branches have yet to furnish the requisite information.

Accordingly, all concerned Section Officers/Superintendents/In-charges are hereby directed to submit the pending information in the prescribed format immediately.

Failure to comply with these directions shall be viewed seriously.

(Action: All District Offices, Homes/Institutions and Branches of DSW)

4. Installation of Biometric Attendance Devices under CCTV Surveillance

During the meeting, the In-charges of several District Offices and Homes/Institutions reported that the biometric attendance devices installed in their premises were frequently malfunctioning.

The Superintendent, Caretaking Branch (CTB), informed that repeated complaints regarding malfunctioning of biometric devices are being received from various offices. It was further reported that during inspections carried out by the service engineer, water ingress was found inside several biometric devices despite there being no nearby water source or plumbing. Such circumstances give rise to a reasonable apprehension that certain biometric attendance devices may have been deliberately damaged.

Keeping in view the seriousness of the matter, it was decided that **all biometric attendance devices installed in District Offices, Homes/Institutions and Headquarters shall be placed under CCTV surveillance** to safeguard the equipment and ensure accountability.

(Action: District Offices, Homes/Institutions, IT Branch, Caretaking Branch and Administration Branch)

5. Feasibility of Aadhaar-enabled Face Recognition Attendance System

The In-charges of several District Offices and Homes/Institutions reported practical difficulties in preparing attendance strictly on the basis of biometric records. The difficulties include the nature of field duties performed by certain officials and the frequent malfunctioning of biometric attendance devices at some locations.

Keeping these issues in view, it was decided to explore the feasibility of implementing a **mobile-based Aadhaar-enabled Biometric Attendance System integrated with the Face RD Application and real-time geo-location**, particularly for officials performing field duties.

The IT Branch shall examine the technical feasibility and submit its recommendations to the Administration Branch.



(Action: IT Branch and Administration Branch)

6. Completion of Service Records, Pension Cases, Pay Fixations and PBRs

During the review, it was observed that in several offices the entries relating to leave, LTC and other mandatory service records have not been made in the Service Books of employees for a considerable period. Such lapses may result in excess payment of salary and delay in settlement of service matters.

It was further observed that a number of pension revision cases, pay fixation cases and maintenance of Personal Bill Registers (PBRs) are pending at the level of the concerned DDOs/HOOs, particularly in the Homes under the Department.

Accordingly, all Heads of Offices are hereby directed to ensure that:

1. All pending entries relating to leave, LTC and other mandatory service particulars are completed in the Service Books of every employee drawing salary from their office.
2. All pending pension revision cases and pay fixation cases are finalized on priority.
3. All pending entries in the Personal Bill Registers (PBRs) maintained by the respective DDOs are completed without delay.
4. An **EL/PL Register** shall be maintained for all contractual and outsourced employees in every District Office, Home, Institution and Branch.
5. No leave shall be sanctioned to any contractual or outsourced employee unless the same is duly recorded in the EL/PL Register.

Further, all Section Officers/Superintendents/Assistant Accounts Officers (AAOs) shall prepare a comprehensive statement of leave availed by all regular employees who have worked or are presently working under their control during the **preceding five years** and forward the same to the concerned DDO/HOO from whom the employee is drawing salary under intimation to Admn. Branch, DSW-HQ, so that reconciliation of leave accounts may be undertaken and any excess payment of salary, if detected, may be recovered in accordance with the applicable rules.

The above exercise shall be completed **within fifteen (15) days** from the date of issuance of these minutes.

Thereafter:

- Every concerned DDO/HOO shall furnish a certificate to the Administration Branch, DSW Headquarters certifying that all pending entries relating to leave, LTC and other service particulars have been completed in the Service Books and that all pending pension revision cases, pay fixation cases and PBR-related work have been finalized.
- Every Section Officer/Superintendent/Assistant Accounts Officer shall furnish a separate certificate confirming that the EL/PL Register for contractual and outsourced employees has been properly maintained in their office.

Non-compliance with the above directions shall be viewed seriously.

(Action: All District Offices, Homes/Institutions and Branches of DSW)

The meeting concluded with a vote of thanks to the Chair.


SECTION OFFICER (Admn.)

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The Following Officers/Officials of Department of Social Welfare Department has attended that:-

1. Sh. Sanjay Ambasta, DANICS, Dy. Director (Admn)- Chairman
2. Sh. Puran Chand, DANICS, DSWO-North
3. Sh. Ravinder Jangra, Section Officer, Admn.
4. Sh. Jitender Kumar, Section Officer, Admn.
5. Ms. Praveen, Section Officer, Admn.
6. Sh. Vinod Kumar, Section Officer, Distt. Central
7. Sh. Shahid Kamal, Section Officer, Litigation
8. Ms. Neetu, Asstt. Director, I.T Branch
9. Sh. Yogender Singh, Statistical Officer, Planning
10. Sh. R.K Sharma, Superintendent, VAC
11. Sh. Sanjay Kumar, Superintendent, Atal Asha Home
12. Sh. Rukshar Ahmad Khan, Superintendent, HCGBBS
13. Sh. Shivnarayan Singh, Superintendent, Distt South
14. Sh. Zakir Hussain, Superintendent, CTB
15. Ms. Swati Sharma, Superintendent, Distt. South West
16. Dr. Rachna Bhardwaj, Superintendent, Asha Jyoti Home.
17. Smt. Priyanka Yadav, Superintendent, Disability Branch
18. Sh. RP Yadav, Superintendent, Superintendent, Distt. North West
19. Sh. Charan Singh, Superintendent, Distt. North
20. Ms. Jayanti Bhardwaj, Technical Officer, I.T
21. Sh. Manoj Kumar, Welfare Officer, Distt East
22. Sh. Tarun Kumar Sagar, Welfare Officer, OAH, Bindapur
23. Ms. Shivanshu, Sr. Assistant, Atal Drashti Home
24. Sh. Nitesh Khatri, Sr. Assistant, Vigilance Branch
25. Sh. Sudhir Kumar, Sr. Assistant, Admn. Branch
26. Ms. Praveen Khan
27. Ms. Sweta Rani

