

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(Establishment Branch)

7th Floor, MSO Building, I.P. Estate, New Delhi-110002

F.No.310594/DSW/Admn./2026 | 4932-4991 Dated: 14/8/2026

ORDER

Subject: Implementation of Mobile-Based Biometric Attendance System in the Department of Social Welfare - reg.

Attention is invited to the minutes of the meeting of Senior Officers of GNCTD held on **21.05.2026** under the Chairmanship of the **Hon'ble Chief Secretary, Delhi**. At **Point No. 04** of the aforesaid minutes, the Hon'ble Chief Secretary directed that a **uniform biometric attendance system** shall be implemented across all Departments of GNCTD. It was further directed to examine the feasibility of an **Aadhaar-based attendance system**, including its utilization for recording attendance of officials performing field/inspection duties through **real-time geo-coordinates**.

This Department issued Circular dated **23.07.2026**, directing all In-charges of District Offices, Homes and other Offices under the administrative control of the Department to submit attendance of contractual and outsourced employees on the basis of biometric attendance for preparation of monthly remuneration bills. However, certain field offices have reported difficulties in recording attendance through fixed biometric machines due to the nature of field duties assigned to employees and non-availability/malfunctioning of biometric attendance machines at certain locations.

Accordingly, a meeting was held on **31.07.2026** under the Chairmanship of the **Deputy Director (Administration), DSW**, wherein the issues relating to biometric attendance of employees performing field duties were discussed. During the meeting, the **Assistant Director (IT), DSW** informed that the Department is already on boarded with the GNCTD **Delhi Attendance/Aadhaar-Based Attendance System (AadhaarBas)** and several employees of the Department have already been registered through Aadhaar authentication.

In view of the above and keeping in view the directions of the Hon'ble Chief Secretary, GNCTD, it is hereby decided that the **Mobile-Based Biometric Attendance System** shall be implemented in the **Department of Social Welfare with immediate effect**, particularly for officers/officials who are required to perform **field, inspection, outreach or other official duties outside their regular place of**

207/cc
14/08/2026

posting.

The Mobile-Based Biometric Attendance System shall be used for recording attendance through the prescribed mobile-based authentication mechanism. Wherever enabled under the system, **real-time geo-location** shall also be captured to verify the location from which attendance is marked.

All concerned District Offices, Homes, Institutions and other establishments under the administrative control of the Department shall ensure that eligible officers/officials use the prescribed mobile-based biometric attendance mechanism for marking their attendance

The IT Branch shall act as the Nodal Branch for implementation of the Mobile-Based Biometric Attendance System and shall take all necessary technical and administrative steps for its smooth and effective implementation in the Department.

This issues with the prior approval of Worthy Addl. Chief Secretary, SW.

Digitally signed by

Sunil Shanwal
Dy. Director (Admin)

Date: 14-08-2026

14:42:59

Copy for information and necessary action to:

1. PPS to Add. Chief Secretary, DSW, GNCTD, Delhi.
2. PS to Director, DSW, GNCTD, Delhi
3. All Dy. Directors, DSW, GNCTD
4. All District Social Welfare Officers, DSW, GNCTD.
5. Assistant Director (I.T. Branch), DSW Take immediate necessary action for **operationalization and implementation of the Mobile-Based Biometric Attendance System** in all offices/establishments of the Department, in coordination with the concerned GNCTD authorities/agencies. *and uploading of the same on Deptt website*
6. All Section Officers/Superintendents/Heads of Homes & Institutions under DSW, GNCTD.
7. Guard File.