

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

F.44(292)/2025/Admn/DSW

421 - 427

Dated: 15/4/26

To,

Dy. Director (CTB),  
Govt. of NCT of Delhi,  
7<sup>th</sup> Floor, MSO Building, ITO,  
I.P. Estate, New Delhi-110002

**Subject: Installation and use of Biometric Attendance System in all Departments under GNCTD.**

Please find enclosed herewith a copy of email dated 09.04.2026 along with Circular No. F.16/23/AR/Biometric/2026/728-820 dated 08.04.2026 received from Deputy Secretary (AR), Govt. of NCT of Delhi regarding Installation and use of Biometric Attendance System in all Departments under GNCTD, in this regard, you are requested to ensure that all necessary arrangements are made for strict compliance the Circular dated 08.04.2026 directions.

This issues with the approval of the Competent Authority.

Digitally signed by  
Section Officer (Admin)  
Date: 15-04-2026  
10:41:21

Encl: As above.

F.44(292)/2025/Admn/DSW

421 - 427

Dated: 15/4/26

Copy to: -

1. PPS to Additional Chief Secretary (SW), Department of Social Welfare, 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi-110002.
2. PA to Director (SW), Department of Social Welfare, 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi-110002.
3. PPS to Deputy Director (Admn), Department of Social Welfare, GNCTD, 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi-110002.
4. PPS to Deputy Director (CTB), Department of Social Welfare, GNCTD, 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi-110002 (for information and necessary action).
5. Sr. System Analyst, DSW for uploading the circular on the departmental website.
6. Guard File.

Section Officer (Admin)

967/c  
15/4/26