

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

F.44(292)/2025/Admn/DSW 1030-1090

Dated:

27.04.2026

To,

1. The All DSWOs/Supdts./DDO/HOO of Homes/Institutions/Branches Incharges, DSW.

Subject: Biometric Attendance System in GNCTD.

In reference to Office Circular No. F.44(292)/2025/Admn/DSW/428-487 dated 15.04.2026 (copy enclosed), please find enclosed a copy of the email dated 21.04.2026 received from the Joint Secretary (GAD) along with Circular No. F.16/23/AR/Biometric/2026/728-820 dated 08.04.2026 received from the Deputy Secretary (AR), Government of NCT of Delhi, regarding the Biometric Attendance System in GNCTD.

In this regard, you are requested to ensure that all necessary arrangements are made to strictly comply with the directions contained in the Circular dated 08.04.2026.

This issues with the approval of the Competent Authority.

Section Officer (Admin)

Encl: As above.

F.44(292)/2025/Admn/DSW 1030-1090

Dated:

27.04.2026

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. PPS to Deputy Director (CTB), Department of Social Welfare, GNCTD, 7th 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.

Digitally signed by
Jitender Kumar
Section Officer (Admin)
Date: 24-04-2026
17:37:50

989/KC

27/4/26

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, 'C' WING: DELHI SECRETARIAT : NEW DELHI

File No. F.16/23/AR/Biometric/2026/ 728-820 Dated: 09/04/2026

CIRCULAR

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

In order to ensure punctuality and proper attendance, all Additional Chief Secretaries /Principal Secretaries /Secretaries /Heads of Department under the Government of NCT of Delhi are directed to ensure the installation of Biometric Attendance System in their respective Departments. It is also to be ensured that the already installed Biometric Attendance System, if any, should be working properly in their offices and subordinate offices.

2. In this regard, it is further directed that all Additional Chief Secretaries /Principal Secretaries /Secretaries /Heads of Department will ensure the following:

- a) Registration of Employees: All Officers/Officials of the department shall be registered on the Biometric Attendance System.
- b) Marking of Attendance: All Officers/Officials including Additional Chief Secretary, Pr. Secretary, Secretary, HoD, shall mark their attendance only through the Biometric Attendance System.
- c) Monitoring: Heads of Department shall regularly monitor attendance of Officers/Officials and ensure punctuality in their respective department.
- d) Action in case of default: In case of late coming, early leaving, or not marking attendance, suitable action shall be taken against the concerned Officer/Official.

3. This issues with the approval of the Competent Authority.

(Devendra Sharma)
Deputy Secretary (AR)

To

1. All Additional Chief Secretaries /Principal Secretaries /Secretaries /Heads of Department of GNCTD.
2. Secretary (GAD), GNCTD, to compile the daily attendance report of Additional Chief Secretaries /Principal Secretaries /Secretaries /Heads of Department of GNCTD, and furnish the report to the Chief Secretary by 12 o'clock every day. The attendance report for the month may be appraised to Hon'ble Chief Minister by 5th of the next month. The monthly attendance report should indicate the average time of arrival of the officer.

Gmail

Fwd: Biometric Attendance System in Govt. of NCT of Delhi- reg.

1 message

Tue, Apr 21, 2026 at 10:15 AM

Yash Chaudhary <dsw@nic.in>
To: DD ADMIN 2 <ddadmin2@gmail.com>

===== Forwarded message =====

From: HOD GAD <sgad@nic.in>
To: "Yash Chaudhary" <dsw@nic.in>, "scstsecretary" <scstsecretary@gmail.com>, "Director UTCS" <dutes@nic.in>, "AR DEPARTMENT" <arupdate@nic.in>, "Secretary Power" <pspower@nic.in>, "ps2cfs" <ps2cfs@gmail.com>, "secretaryifcdgncd" <secretaryifcdgncd@gmail.com>, "Navin Kumar Choudhary" <pspwd@nic.in>, "dvigil" <dvigil@nic.in>, "Sh Singh" <secservices@nic.in>, "chairmandsssb.delhi" <chairmandsssb.delhi@nic.in>, "SANTOSH D. VAIDYA" <psfin@nic.in>, "Santosh Vaidya" <pshome@nic.in>, "Joint Director Planning" <jdplg@nic.in>, "Commissioner Of Industries" <comind@sansad.nic.in>, "mddsiidc" <mddsiidc@gmail.com>, "Secylaw Slaw" <slaw@nic.in>, "HOD GAD" <sgad@nic.in>, "Pandurang K. Pole" <labcom@nic.in>, "Registrar Cooperative Society" <rcoop@nic.in>, "Sh. Vijay Bidhuri" <senv@nic.in>, "Vijay Kumar Bidhuri" <psud@nic.in>, "Vijay Kumar Bidhuri" <chdpcc@nic.in>, "Pr Secretary Health" <pshealth@nic.in>, "cats_102" <cats_102@delhi.gov.in>, "delhishelter" <delhishelter@gmail.com>, "Rashmi Singh" <secretary.wcd@delhi.gov.in>, "buildingland22" <buildingland22@gmail.com>, "Md-dkvib Md-dkvib" <md-dkvib@nic.in>, "Secretary ACL" <secyart@nic.in>, "GL Prasad" <gl.prasad@delhi.gov.in>, "fincomnct" <fincomnct@nic.in>, "Sh. Jitender Yadav" <secyit@nic.in>, "Nikhil Kumar, IAS" <clt.delhi@nic.in>, "Neeraj Semwal" <divcom@nic.in>, "DC NORTH WEST" <dcnw@nic.in>, "Ranjana Deswal" <dccentral@nic.in>, "Sh. Mekala Chaitanya Prasad" <dcsw@nic.in>, "SALONI RAI" <dcnorth@nic.in>, "Shailendra Singh Parihar" <dc-centralnorth@delhi.gov.in>, "DM South East" <dcse.rev.delhi@nic.in>, "District Magistrate" <dceast@nic.in>, "DM West Delhi" <dcwest@nic.in>, "Sunny K. Singh" <dcnd@nic.in>, "Lakshay Singhal" <dcsouth@nic.in>, "Kumar Abhishek" <dm.outernorth@delhi.gov.in>, "Ajay Kumar" <dcne@nic.in>, "Comm Tpt" <commtpt@nic.in>, "sectour" <sectour@nic.in>, "ceodelhidjb" <ceodelhi.djb@djb.gov.in>, "Secretary Education" <secyedu@nic.in>, "dtehedu" <dtehedu@gmail.com>, "Ms. Angel Bhati Chauhan" <dirte.delhi@nic.in>, "Ravi Jha" <cexercise@nic.in>, "controllerwmd" <controllerwmd@gmail.com>, "director.dfire" <director.dfire@nic.in>, "cfss.delhi" <cfss.delhi@nic.in>, "diredu" <diredu@nic.in>, "Principal Director (FSL) Director" <pr-director-fsl@delhi.gov.in>, "directordip2014" <directordip2014@gmail.com>, "ARJUN SHARMA IAS" <ambdl@nic.in>, "DG Home" <dghome@nic.in>, "Director General Prisons Delhi Prisons New Delhi" <dglihar@nic.in>, "pccf-gnctd" <pccf-gnctd@delhi.gov.in>, "einc-pwd" <einc-pwd@delhi.gov.in>, "L D JOSHI" <cca-pao@delhi.gov.in>, "Directorate Services" <dirdhs@nic.in>, "Dr. A.G. Radhika" <dirdfw@nic.in>, "msaaagh1" <msaaagh1@gmail.com>, "pmstibbiacollege" <pmstibbiacollege@rediffmail.com>, "msofficetibbia" <msofficetibbia@gmail.com>, "acharyashreehospital2018" <acharyashreehospital2018@gmail.com>, "asjhospital" <asjhospital@rediffmail.com>, "mdanhospital" <mdanhospital@gmail.com>, "msbjrmh.delhi" <msbjrmh.delhi@nic.in>, "shmc.delhi" <shmc.delhi@gov.in>, "msbsah" <msbsah@yahoo.co.in>, "msbmh-dhs-delhi" <msbmh-dhs-delhi@nic.in>, "burarihospital" <burarihospital@gmail.com>, "Dr Neelam Bharati" <msdcbhdhs.delhi@nic.in>, "msddmsc" <msddmsc@gmail.com>, "msdduh" <msdduh@yahoo.in>, "janakpurijssh" <janakpurijssh@yahoo.com>, "msdhas2010" <msdhas2010@gmail.com>, "drncjmh" <drncjmh@gmail.com>, "Medical Superintendent" <ggsgsh@nic.in>, "msgtbbh" <msgtbbh@nic.in>.

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Date: Mon, 20 Apr 2026 19:12:41 +0530

Subject: Biometric Attendance System in Govt. of NCT of Delhi- reg.

===== Forwarded message =====

Sir/Madam,

Reference is invited towards the Administrative Reforms Department's Circular No. F.16/23/AR/Biometric/2026 /728-820 dated 08.04.2026 on the subject cited above, wherein it has been directed to ensure the installation of the Biometric Attendance System in all departments and that all officers/officials are registered on the system.

It is expected that all Additional Chief Secretaries/Principal Secretaries/ Secretaries/ Heads of Departments of GNCTD, as well as all other officers/officials, would have registered on the Biometric Attendance System by now.

However, if any officer/official has not yet been registered on the system, the same may be completed within 2-3 days positively, so as to enable this department to undertake timely compilation and submission of the daily attendance report to the higher authorities as directed in the above referred circular dated 08.04.2026.

Further, it is informed that the daily attendance report of HoDs will be sought via email at attendance.gnctd@delhi.gov.in daily between 10:15 AM-10:25 AM by this department from 27.04.2026 (Monday) onwards.

Regards,

(Pradeep Tayal)
 Joint Secretary (GAD)

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