

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

F.44(238)/2025/DSW/Admn/1725-1731

Dated: 04.05.2026

CIRCULAR

All the officers/officials of Social Welfare Department are hereby informed that Biometric Machine has been installed in the Department of Social Welfare (HQ), 7th Floor, MSO Building, I.P. Estate, New Delhi-110002. Further, it is directed to all the Officers/officials posted at Headquarters, DSW to contact IT Branch (DSW, HQ) and get themselves registered on biometric machine on Tuesday i.e. 05.05.2026 as per schedule attached at Annexure-A.

Thereafter, all the employees shall mark their attendance through the biometric system as well as in the Attendance Register.

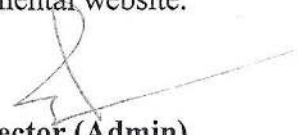


Deputy Director (Admin)

F.44(238)/2025/DSW/Admn/1725-1731
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Dated: 04.05.2026

1. PPS to ACS (SW), 7th Floor, MSO Building, ITO, New Delhi-110002.
2. PA to Director (SW), 7th Floor, MSO Building, ITO, New Delhi-110002.
3. PPS to DD (Admn), (SW), 7th Floor, MSO Building, ITO, New Delhi-110002.
4. All DDs, DSW, 7th Floor, MSO Building, ITO, New Delhi-110002.
5. Assistant Director(IT), IT Branch, DSW with the direction to register all officers/officials of DSW(HQ).
6. All Branch Incharges, DSW (HQ), 7th Floor, MSO Building, ITO, New Delhi-110002
- ✓ 7. Sr. System Analyst, DSW for uploading the circular on the departmental website.
8. Guard file.



Deputy Director (Admin)

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4/5/2026

Schedule for registration on Biometric Machine, DSW(HQ) on 05.05.2026.

S.No.	Name of the Branch	Schedule for registration on Biometric Machine
1.	Personal Br. Of ACS (SW)	10:00 AM
2.	Personal Br. Of Director (SW)	10:15 AM
3.	FAS Branch	10:30 AM
4.	Vigilance Branch	10:45 AM
5.	Litigation Branch	11:00 AM
6.	Planning Branch	11:15 AM
7.	Accounts Branch	11:30 AM
8.	Social Security Branch	11:45 AM
9.	Social Defence Branch	12:00 PM
10.	RTI/PGMS/RGO Media Branch	12:15 PM
11.	RTE Branch	12:30 PM
12.	Disability Branch	12:45 PM
13.	R&I Branch	01:00 PM
14.	IT Branch	01.15 PM
15.	CTB Branch	02:00 PM
16.	Administration Branch	02:15 PM