

(REMINDER-I)

MOST URGENT
OUT TODAY

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

DSW-A041/43/2026/-Admin-I-Social Welfare Department

3188.3247 Dated: 22/6/26

CIRCULAR

Subject: Reminder regarding non-submission/delay in submission of Biometric Attendance Report.

Kind attention is invited to this office circular no. F.44(115)/2024/DSW/Admn/2763-2822 dated 05.06.2026 regarding submission of the Biometric Attendance Report of officers/officials working under the respective branches/offices of the Department of Social Welfare, GNCTD.

Despite issuance of the above-mentioned instructions, it has been observed that the Biometric Attendance Reports for the month of May, 2026 and subsequent weekly reports w.e.f. 01.06.2026 onwards have not been received from some branches/offices till date.

All the Dy. Directors/SOs/Superintendents/Branch In-charges of Homes/Institutions/District Offices are hereby **directed to ensure immediate submission of the pending Biometric Attendance Reports**, duly verified and certified, to the Administration Branch at email ID ddadmn2@gmail.com without any further delay.

It is once again reiterated that the timely submission of the reports is mandatory and any delay/non-submission of the same shall be viewed seriously. The responsibility for timely submission, verification, and correctness of the attendance data shall solely rest with the concerned Branch In-charge/Controlling Officer.

All concerned are directed to treat the matter as **Most Urgent** and ensure compliance without fail.

This issues with the prior approval of Competent Authority.

Deputy Director (Admin)

DSW-A041/43/2026/-Admin-I-Social Welfare Department 3188.3247 Dated: 22/6/26

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. All DDs/DSWOs/DDOs/HOOs/Incharges of the Homes/Institutions/District

83/CC
22/6/26

Offices/Branches, Department of Social Welfare, GNCT of Delhi (for information and necessary action).

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)

Digitally signed by
Sanjay Kumar Amba
Date: 19-06-2026
18:03:13