

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

428 - 487

Dated:

15/4/26

CIRCULAR

**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, All DDO/HOO/DSWOs of the Homes/Institutions/District Officers/Branches Incharges, Department of Social Welfare, GNCT of Delhi are hereby directed to ensure strict compliance the guidelines of 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

428 - 487

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. All DDO/HOO/DSWOs of the Homes/Institutions/District Officers/Branches Incharges, Department of Social Welfare, GNCT of Delhi (for information and necessary action).
5. Sr. System Analyst, DSW for uploading the circular on the departmental website.
6. Guard File.

Section Officer (Admin)

g69/ce  
15/4/2026

TO (DSW)  
for necessary action

4/9/26, 12:08 PM

Gmail - Fwd: Forwarding of Circular regarding Installation and Use of Biometric Attendance System



dd admn <ddadmn2@gmail.com>

Fwd: Forwarding of Circular regarding Installation and Use of Biometric Attendance System.

2 messages

Yash Chaudhary <dsw@nic.in>  
To: DD ADMIN 2 <ddadmn2@gmail.com>

Thu, Apr 9, 2026 at 10:42 AM

==== Forwarded message =====

From: AR DEPARTMENT <arupdate@nic.in>  
To: "Nandini Paliwal" <seclg@nic.in>, "CM DELHI" <cmdelhi@nic.in>, "astochm2" <astochm2@gmail.com>, "Dr. Madhu Rani Teotia, IAS" <secretary.tocm@delhi.gov.in>, "PARVESH VERMA" <pss-pwd.minister@delhi.gov.in>, "Ashish Sood" <min-hep@delhi.gov.in>, "Sardar Manjinder Singh Sirsa" <minifs-delhi@delhi.gov.in>, "Vinay Kumar" <socialwelfare-min@delhi.gov.in>, "officeofminlj" <officeofminlj@gmail.com>, "Pankaj Kumar Singh" <min.hfwtp@delhi.gov.in>, "assemblydelhi" <assemblydelhi@gmail.com>, "Shri Rajeev Verma" <csdelhi@nic.in>, "AR DEPARTMENT" <arupdate@nic.in>, "Registrar Cooperative Society" <rcoop@nic.in>, "ps2cfs" <ps2cfs@gmail.com>, "Santosh Vaidya" <pshome@nic.in>, "HOD GAD" <sgad@nic.in>, "Sandeep Kumar" <secservices@nic.in>, "Navin Kumar Choudhary" <pspwd@nic.in>, "Secretary Power" <pspower@nic.in>, "Pr Secretary Health" <pshealth@nic.in>, "Sh. Vijay Bidhuri" <sevn@nic.in>, "Vijay Kumar Bidhuri" <psud@nic.in>, "chairmandsssb.delhi" <chairmandsssb.delhi@nic.in>, "Secretary Education" <secyedu@nic.in>, "Neeraj Semwal" <d.v.com@nic.in>, "cmddtc" <cmd.dtc@delhi.gov.in>, "CEO DJB" <ceodelhi.djb@nic.in>, "delhishelter" <delhishelter@gmail.com>, "Ravi Jha" <cexcise@nic.in>, "Comm Tpt" <commtpt@nic.in>, "Nikhil Kumar, IAS" <ctt.delhi@nic.in>, "Pandurang K. Pole" <labcom@nic.in>, "Shurbir Singh, IAS" <cdevelop@nic.in>, "diredu" <diredu@nic.in>, "ACS Land And Building" <secy.lb@delhi.gov.in>, "cfss.delhi" <cfss.delhi@nic.in>, "Shri Sandeep Kumar" <dvigil@nic.in>, "Director UTCS" <dutcs@nic.in>, "Slaw Slaw" <slaw@nic.in>, "SANTOSH D. VAIDYA" <psfin@nic.in>, "Yash Chaudhary" <dsw@nic.in>, "Ms. Angel Bhati Chauhan" <dirlte.delhi@nic.in>, "dtehedu" <dtehedu@gmail.com>, "Sh. Jitender Yadav" <secyit@nic.in>, "Bipul Pathak" <pssw@nic.in>, "scstsecretary" <scstsecretary@gmail.com>, "Secretary ACL" <secyart@nic.in>, "cmd" <cmd@dtc.nic.in>, "directordip2014" <directordip2014@gmail.com>, "mddsiidc" <mddsiidc@gmail.com>, "MD N CEO DTTDC" <md@delhitourism.gov.in>, "SECRETARY (TTE/HE)" <pstechedu@nic.in>, "Joint Director Planning" <jdplg@nic.in>, "tourismgnctd" <tourism.gnctd@gmail.com>, "Rashmi Singh" <secretary.wcd@delhi.gov.in>, "Commissioner Of Industries" <comind@sansad.nic.in>, "commissioner" <commissioner@mcd.nic.in>, "pccf-gnctd" <pccf-gnctd@delhi.gov.in>, "secretaryifcdgnctd" <secretaryifcdgnctd@gmail.com>, "Director General Prisons Delhi Prisons New Delhi" <dgtihar@nic.in>, "chairperson" <chairperson@ndmc.gov.in>, "secretary" <secretary@ndmc.gov.in>, "einc-pwd" <einc-pwd@delhi.gov.in>, "Vijay Kumar Bidhuri" <chdpcc@nic.in>, "Satish Golchha" <cpdelhi@delhipolice.gov.in>, "vcdda" <vcdda@dda.org.in>

Date: Thu, 09 Apr 2026 10:04:03 +0530

Subject: Forwarding of Circular regarding Installation and Use of Biometric Attendance System.

==== Forwarded message =====

Respected Sir/Madam,

S.P. (A)  
9.4.2026  
108/00(A)  
09/4/26

<https://mail.google.com/mail/u/1/?ik=9a73e9e18a&view=pt&search=all&permthid=thread-f:1861968543964093650&siml=msg-f:18619685439640936...>

File No. F.14(292)/2025/Admn/DSW (Computer No. 324917)

Generated from eoffice by JANAK SHARMA, J S, SENIOR ASSISTANT, SOCIAL WELFARE, DEPARTMENT on 15/04/2026 11:42 am

Handwritten notes and signatures: "8/4", "copy to: SO (CTR)", "10", "108/00(A)", "09/4/26".

PM

Gmail - Fwd: Forwarding of Circular regarding Installation and Use of Biometric Attendance System.


Please find attached a copy of the circular issued by the Administrative Reforms Department regarding the installation and mandatory use of the Biometric Attendance System in all Departments under GNCTD.

You are requested to kindly go through the circular and take necessary action/compliance at your end.

This may be treated as urgent.

Regards,

Administrative Reforms Department  
Government of National Capital Territory of Delhi  
7th Level, C-Wing, Delhi Secretariat,  
I.P. Estate, New Delhi - 110002

 CIRCULAR FOR BIOMETRIC ATTENDENCE.pdf  
982K

Yash Chaudhary <dsw@nic.in>  
To: DD ADMIN 2 <ddadmn2@gmail.com>

Thu, Apr 9, 2026 at 11:21 AM

==== Forwarded message =====  
From: Bipul Pathak <pssw@nic.in>  
To: "Yash Chaudhary" <dsw@nic.in>  
Date: Thu, 09 Apr 2026 11:09:36 +0530  
Subject: Fwd: Forwarding of Circular regarding Installation and Use of Biometric Attendance System.

==== Forwarded message =====  
[Quoted text hidden]

 CIRCULAR FOR BIOMETRIC ATTENDENCE.pdf  
982K

<https://mail.google.com/mail/u/1/?ik=9a73e9e18a&view=pt&search=all&permthid=thread-f:1861968543964093650&simpl=msg-f:18619685439640936...> 2

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

File No. F.16/23/AR/Biometric/2026/ 728-820 Dated: 08/04/2026

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 5<sup>th</sup> of the next month. The monthly attendance report should indicate the average time of arrival of the officer.

for kind information to:-

1. Secretary to Hon'ble Chief Minister, GNCTD
2. Secretary to Hon'ble Ministers, GNCTD
3. Staff Officer to Chief Secretary, GNCTD.
4. PS to Principal Secretary (AR), Delhi Secretariat.
5. PA to Special Secretary (AR), Delhi Secretariat.
6. PA to Joint Director (AR), Delhi Secretariat.

  
(Devendra Sharma)  
Deputy Secretary (AR)