

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
(ADMINISTRATION BRANCH)
LEVEL – II, 'A' WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI.**

F. 18/17/2025/Misc./GAD/Admn./11434

Dated: 24/03/2026

CIRCULAR

Sub:- Observance of punctuality and marking attendance in Biometric attendance system.

It has been observed that several officers/officials are neither marking their attendance in the Biometric Attendance System nor adhering to the prescribed office timings.

Despite repeated instructions issued from time to time regarding observance of punctuality, instances of non-compliance continue to persist, reflecting a lack of due diligence on the part of the concerned officers/officials.

All the officers/officials are hereby directed to strictly adhere to the prescribed office timings and ensure compulsory marking of their attendance in the Biometric Attendance System, without any deviation.

Any instance of non-compliance in this regard shall be viewed seriously and may invite disciplinary action under the CCS Conduct Rules.

Digitally signed by
Pradeep Tayal
Date: 24-03-2026
14:39:08
(Pradeep Tayal)
Joint Secretary (GAD)

F. 18/17/2025/Misc./GAD/Admn./11434

Dated: 24/03/2026

Copy forwarded for information & necessary action to:-

1. PS to Secretary (GAD), Delhi Sectt. GNCTD, New Delhi.
2. All Deputy Secretaries, GAD.
3. DCA (GAD).
4. All Section Officers, GAD.
5. Technical Officer (IT), GAD with the direction to upload the circular on GAD website.
6. Guard File.

(Pradeep Tayal)
Joint Secretary (GAD)