

**GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
2ND LEVEL, 'A' WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002**

F.No.1C/898/2016/GAD/Admn./ 27638

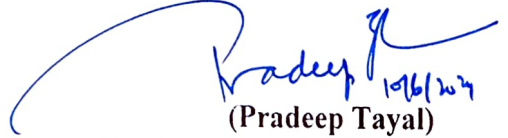
Dated :- 10/06/2024

CIRCULAR

Reference is invited towards Circular No.1C/898/2016/GAD/Admn./27396, dated 07/06/2024 from Addl. Chief Secretary (GAD) regarding maintaining punctuality in office.

In this context, the following action is required to be undertaken in a time bound manner :-

- (i) All those officers/officials of GAD, including contractual and outsourced staff, who have not yet enrolled themselves in the Facial Recognition Attendance System installed in Delhi Secretariat, may do so within next 03 days positively.
- (ii) Action will be taken against chronic absentees/late comers/early goers.
- (iii) All officers and staff of GAD, including contractual and outsourced staff, shall prominently display their Identity Cards during working hours.

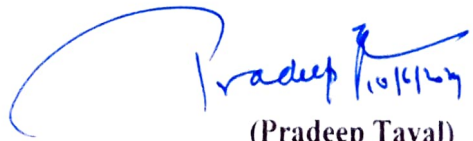

(Pradeep Tayal)
Dy. Secretary (GAD)/HoO

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Copy forwarded to :-

- 1) PS to Addl. Chief Secretary (GAD)
- 2) PPS to Spl. Secretary (GAD)
- 3) DCA, GAD
- 4) All Deputy Secretaries, GAD
- 5) All Section Officers, GAD
- 6) DDO, GAD
- 7) AAO, GAD
- 8) Guard File


(Pradeep Tayal)
Dy. Secretary (GAD)/HoO

Syptadmn./1504