

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
LEVEL-II, A-WING, DELHI SECRETARIAT, I.P. ESTATE,

No. DS-I/HOO(GAD)/2024/23432

Dated: 14.05.2024

Circular

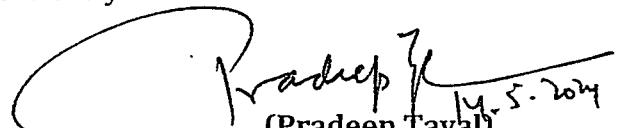
Subject: Marking of attendance through biometric attendance system.

Reference is invited towards this office order no. DS-I/HOO(GAD)/2024/23530 dated 10.05.2024, whereby it was informed to all the concerned officers/officials of this Department that it is compulsory to mark the attendance through biometric attendance system. It was further informed that the attendance marked through biometric attendance system only would prevail w.e.f. 16.05.2024 in this Department.

All those officers/officials who have still not enrolled themselves in the biometric attendance system, will themselves ensure that they are enrolled in the biometric attendance system latest by 14.05.2024 positively.

All such officers/officials may contact the Caretaking-1 Branch of General Administration Department for getting themselves enrolled in the biometric attendance system.

Non-compliance of the orders will be viewed seriously.



Pradeep Tayal  
(Pradeep Tayal)  
Head of Office (GAD)

Copy forwarded to the following for information & necessary action:-

1. All Deputy Secretaries, General Administration Deptt., GNCTD
2. DCA, General Administration Deptt., GNCTD
3. PS to ACS, General Administration Deptt., GNCTD
4. PS to Spl. Secretary, General Administration Deptt., GNCTD
5. All Section Officers, General Administration Deptt., GNCTD
6. All concerned Officers, General Administration Deptt., GNCTD
7. Sh. Manav Shakya, Data Processing Assistant, GAD with the request to upload the same on the website.
8. Guard File.