

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
ADMINISTRATION BRANCH, DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI.

No.1C/898/2016/GAD/Admn./ 25760

Dated: 27.05.2024

**C I R C U L A R**

In order to ensure punctuality in the workplace, all officers and staff are required to record their attendance (arrival and departure) using the Facial Recognition Attendance System machines installed throughout the Delhi Secretariat building.

Further, all officers and staff working in the Departments located within the Delhi Secretariat complex are also required to wear and prominently display the Identity Cards issued by the competent/mandated Authorities during the working hours.

This directive also applies to all contractual and outsourced staff engaged by all Departments.

  
29.5.24  
(Navin Kumar Choudhary)  
Additional Chief Secretary (GAD)

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.

Copy to: -

1. Staff Officer to Chief Secretary, 5<sup>th</sup> Level, Delhi Secretariat, New Delhi.

Suptadmnr./1374