

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
LEVEL-II, A-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002

No. DS-I/HOO(GAD)/2024/24182

Dated:15.05.2024

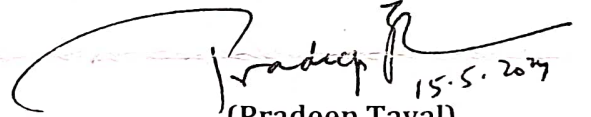
**Circular**

**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, and Circular no. DS-I/HOO(GAD)/2024/23932 dated 14.05.2024 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 the Branch In-charges (Including themselves) of this Department are requested to ensure that the staff working under them marks his/her attendance through Biometric machines **compulsorily** w.e.f. 16.05.2024 positively.

Non-compliance of the orders will be viewed seriously.

  
(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 - SO (CN, CT-II/II, RA1)
6. All concerned Officers/Officials, 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.