

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

No. DS-I/HOO(GAD)/2024/23530

Dated: 10.05.2024

ORDER

Sub:- Marking of attendance through biometric attendance system.

It is stated that this Department has got installed biometric attendance marking system at Delhi Secretariat for the officers/officials. It is observed that despite the said biometric attendance system in place, different branches of this Department are maintaining manual attendance register also for marking attendance by the officials.

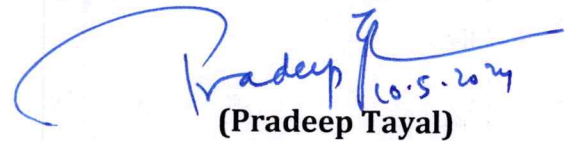
It is further stated when this Department has installed biometric attendance system for marking the attendance on 'Real Time Basis', there is no point in keeping the manual register also in operation.

Hence, it is informed to all the concerned officers/officials of this Department that it is compulsory to mark the attendance through biometric attendance system. It is further informed that the attendance marked through biometric attendance system **only** would prevail w.e.f. 16.05.2024 onwards 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 positively latest by 14.05.2024.

All such officers/officials may contact the Caretaking-I 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)
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/officials, GAD, GNCTD
7. Sh. Manav Shakya, Data Processing Assistant, GAD with the request to upload the same on the website.
8. Guard File.