

**GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH)
7TH FLOOR, MSO BUILDING, I.P. ESTATE, NEW DELHI-110002**

F.1(1)/Admn/DSW/WO/26-27/

Dated:

ORDER

It is hereby ordered that the **Biometric Attendance System** installed in all District Offices, Homes, Institutions and other establishments under the administrative control of the Department of Social Welfare shall henceforth be brought under a **Centralized Monitoring and Administrative Mechanism at Headquarters** for effective monitoring, verification and management of attendance records.

Accordingly, the following directions shall be complied with by all concerned with immediate effect:

1. All biometric attendance devices installed in District Offices, Homes, Institutions and other establishments under the Department shall be ensured to have functional internet/network connectivity to facilitate centralized access, monitoring and administration from the Headquarters.
2. The Caretaking Branch (CTB), Department of Social Welfare Headquarters, shall act as the Nodal Branch for implementation of the centralized monitoring mechanism and shall undertake the following actions:
 - a. Prepare and maintain a comprehensive inventory of all biometric attendance devices installed across the Department and ensure that all biometric attendance devices are technically configured and integrated for centralized access and monitoring.
 - b. Coordinate with concerned vendors/service providers, District Offices, Homes, Institutions and other establishments to ensure connectivity of all biometric attendance devices through appropriate internet/network infrastructure. CTB shall identify and resolve infrastructure-related issues pertaining to installation, networking, and connectivity and functioning of biometric attendance devices in coordination with concerned offices/vendors.
 - c. Complete the above exercise in a time-bound manner and submit periodic progress reports to the Administration Branch till the entire Department is brought under the centralized monitoring mechanism.
3. After completion of connectivity and integration of all biometric attendance devices, centralized administrative access shall be provided to the I.T. Branch, Department of Social Welfare Headquarters, which shall function as the Central Nodal Branch for administration, monitoring and technical management of the Biometric Attendance System across the Department.
4. The I.T. Branch shall undertake the following functions:
 - a. Centrally monitor the biometric attendance devices installed across all offices, Homes, Institutions and establishments under the Department and maintain centralized administrative control, ensure smooth functioning of the Biometric Attendance System & provide necessary technical support and assistance to District Offices, Homes and Institutions for effective implementation and smooth functioning of the centralized system.
 - b. Generate daily, weekly and monthly biometric attendance reports, as and when required and facilitate verification and cross-checking of biometric attendance records for the Administration Branch and other concerned branches dealing with attendance, salary and remuneration matters.
5. All District Social Welfare Officers, Superintendents, Heads of Offices, Institutional Heads and other Controlling Officers shall:
 - a. Extend full cooperation and necessary assistance to the Caretaking Branch and I.T. Branch for implementation of the centralized monitoring mechanism, ensure uninterrupted internet/network connectivity for biometric attendance devices installed in their respective offices, ensure that biometric attendance devices remain functional at all times and immediately report any technical issue/malfunction to the Caretaking Branch and I.T. Branch.
 - b. Nominate a Nodal Officer, wherever not already nominated, for coordination with the Caretaking Branch and I.T. Branch regarding biometric attendance related matters and provide all necessary administrative and technical support required for completion of the integration process.

All Heads of Offices/Incharges of Districts/Homes/Branches shall ensure strict compliance with the above directions. Any delay, non-cooperation or failure in implementation of this order shall be viewed seriously and

responsibility shall be fixed upon the concerned officer(s).

The Caretaking Branch shall initiate immediate necessary action in coordination with the I.T. Branch and all District Offices, Homes and Institutions to ensure that the centralized monitoring mechanism for the Biometric Attendance System becomes operational across the Department at the earliest.

This issues with the approval of the Addl. Chief Secretary, SW.

Dy. Director (Admn.)

Copy for information and necessary action to:

1. PPS to Add. Chief Secretary, DSW, GNCTD, Delhi.
2. All Dy. Directors, DSW, GNCTD
3. All District Social Welfare Officers, DSW, GNCTD.
4. All Superintendents/Heads of Homes & Institutions under DSW, GNCTD.
5. Assistant Director (I.T. Branch), DSW Headquarters.
6. Superintendent, Caretaking Branch, DSW- for strict compliance of the above said directions.
7. Guard File.

Digitally signed by
Sanjay Kumar Ambasta
Date: 30-07-2026
12:00:53