

Reminder-III

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH)**

7th Floor, MSO Building, I.P. Estate, New Delhi – 110002

No. E-3610594/Admin-I/DSW/2026/_____

Dated: _____

CIRCULAR

Kind attention is invited to the circular No. F.44(115)/2024/DSW/Admn/2763-2822 Dated 05/06/2026 issued by this office regarding submission of Biometric Attendance Reports of officers/officials working under all Branches/Homes/Institutions /District Offices of the Department. The said circular directed all concerned Branch In-charges/Controlling Officers to furnish the Biometric Attendance Report for the month of May, 2026 and thereafter submit weekly Biometric Attendance Reports from 01.06.2026 onwards in the prescribed format, duly verified and certified.

Subsequently, reminder vide no. DSW-A041/43/2026/-Admin-I-Social Welfare Department/3188-3247 Dated 22/06/2026 & DSW-A041/43/2026/-Admin-I-Social Welfare Department/3589-3648 Dated 03/07/2026 were also issued emphasizing the mandatory requirement of timely submission of the Biometric Attendance Reports. Despite issuance of the above instructions and reminders, it has been observed that several Branches/Homes/Institutions/District Offices are either not submitting the reports within the prescribed time or are not signed by the appropriate officer. Such delays adversely affect timely compilation of attendance data at Headquarters and hinder submission of consolidated reports to the Competent Authority.

It has been observed that while processing the proposal for continuation of temporary posts, the Finance Department, GNCTD has sought specific clarification regarding the implementation and monitoring of biometric attendance of contractual and outsourced employees engaged in the Department.

Failure to ensure implementation of biometric attendance and timely submission of the requisite biometric attendance reports may result in objections being raised by the Finance Department, GNCTD, while examining proposals for continuation/extension of contractual or outsourced manpower, thereby causing avoidable delays or hindrance in obtaining the requisite approvals.

Therefore, the responsibility for ensuring timely submission, verification and correctness of the biometric attendance data shall rest solely with the concerned Branch In-charge/Controlling Officer. In case the requisite biometric attendance data is not furnished within the prescribed timeline, or is submitted with discrepancies, resulting in delay in processing or obtaining approval for the continuation/extension of contractual or outsourced manpower, the concerned Branch In-charge/Controlling Officer shall be held personally responsible for such delay and its consequential implications. Any adverse observations made by the Finance Department, GNCTD on account of non-submission, delayed submission or incorrect submission of biometric attendance data shall also be attributable to the concerned Branch In-charge/Controlling Officer.

Now, therefore, All Heads of Branches, District Offices, Homes and Institutions are hereby directed to ensure meticulous compliance with the below said

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directions:-

1. All Heads of Branches, District Offices, Homes and Institutions shall ensure submission of the duly verified and certified Biometric Attendance Report of all officers/officials (Regular/Contractual/Outsourced) working under their administrative control in the prescribed format. (Copy Enclosed) The attendance data furnished must be accurate, complete and in conformity with the biometric attendance records. The weekly Biometric Attendance Report shall invariably be submitted to the Administration Branch through the designated official e-mail ID within the prescribed timeline every week without fail.
2. All Heads of Branches, District Offices, Homes and Institutions shall nominate one **Biometric Attendance Nodal Officer from the regular staff working under their control**, within **three (03) days** of issuance of this Circular and communicate the following details to the Administration Branch:

- a. Name
- b. Designation
- c. Mobile Number
- d. Official E-mail ID

The Nodal Officer shall be responsible for:

- a. Collection and preservation of biometric attendance records.
- b. Timely submission of monthly biometric attendance reports.
- c. Coordinating maintenance and proper functioning of biometric attendance machines.
- d. Immediately reporting any malfunction, breakdown or technical issue in the biometric attendance system along with documentary evidence of corrective action taken to the Caretaking Branch and the Administration Branch

Any delay or non-submission of the report shall be viewed seriously and the concerned Branch In-charge/Controlling Officer shall be held personally responsible for the lapse. These directions shall be followed scrupulously without any deviation. Any violation of these instructions shall be viewed seriously and appropriate administrative/disciplinary action shall be initiated against the defaulters.

This issues with the approval of the Competent Authority.

(Encl: As above)

Dy. Director (Admn.)

No. E-3610594/Admin-I/DSW/2026/_____ Dated: _____

Copy to:-

1. PPS to Additional Chief Secretary (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
2. PA to Director (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
3. PPS to Dy. Director (Admn.) Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.

4. Asstt. Director, I.T Branch Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.-for uploading of the same on the official website of the Department.