

**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

Attention is invited to this Department's Circular No. **DSW-A014/9/2026-Admin-I-DSW/3318-3337** dated **23.06.2026** regarding the timely submission of Attendance Certificates of Outsourced Welfare Officers for processing of wage bills. The said circular was issued in continuation of the instructions relating to timely payment of wages to contractual/outsourced personnel and the communication received from the Labour Department, GNCTD, reiterating the provisions of **Cabinet Decision No. 2323 dated 30.03.2016**, which stipulates that wages for the preceding month shall be disbursed by the **15th day of the succeeding month**.

It has, however, been observed that delayed submission of duly authenticated Attendance Certificates by various Branches, District Offices, Homes and Institutions adversely affects the timely processing and approval of salary/wage bills of outsourced personnel, resulting in avoidable delays in the disbursement of wages.

Further, attention is invited to this Department's Circular dated **15.07.2026** regarding the submission of biometric attendance reports. The said circular was issued in view of the observations made by the Finance Department, GNCTD while examining the proposal submitted by this Department for continuation of temporary posts. The Finance Department sought specific clarification regarding the implementation and monitoring of biometric attendance of contractual and outsourced personnel engaged by the Department.

The Finance Department has further emphasized that failure to ensure the implementation of biometric attendance and timely submission of the prescribed biometric attendance reports may invite objections during the examination of proposals for continuation/extension of contractual or outsourced manpower. Such objections may result in avoidable delays or adversely affect the timely approval of such proposals.

Accordingly, all Branches, District Offices, Homes and Institutions are once again directed to ensure strict compliance with the instructions contained in the aforesaid circular dated **15.07.2026** so that biometric attendance reports are submitted within the prescribed timelines and no adverse observations are raised by the Finance Department, GNCTD.

Further, during scrutiny of attendance records received for processing of salary/wage bills, it has also been noticed that in several cases the Attendance Certificates have not been authenticated by the concerned Branch In-charge/Superintendent/Head of Office. In certain

166/CC
24/07/2026

instances, the certificates have been signed by officials who are not competent to certify attendance, resulting in procedural deficiencies and avoidable delays in processing of salary/wage bills.

In order to ensure transparency, accountability, financial discipline and timely processing of salary/wage bills, the following instructions shall be complied with strictly by all Branches, District Offices, Homes and Institutions under the Department with immediate effect:

1. Authentication of Attendance Certificate

The Attendance Certificate in respect of all outsourced and contractual employees shall be prepared and signed only by the concerned Branch In-charge, Superintendent, Head of Office or Officer In-charge, as the case may be. Attendance Certificates signed by any other official on behalf of the competent authority shall not be accepted for processing.

2. Biometric Verification Certificate

Every Attendance Certificate shall invariably contain the following certification by the competent authority:

"Certified that the attendance of the above-mentioned employee(s) has been verified from the biometric attendance system maintained in this office and that the Attendance Certificate has been prepared strictly on the basis of the biometric attendance records."

3. Mandatory Enclosures

A duly verified copy of the biometric attendance report generated from the biometric attendance system shall invariably be enclosed with every Attendance Certificate.

4. Timeline for Submission

(i) The Attendance Certificate shall be prepared on the first working day immediately following the last working day of the month.

(ii) In respect of outsourced employees, the hard copy of the Attendance Certificate, along with the verified biometric attendance report, shall be submitted to the Administration Branch (Headquarters) on the same day.

(iii) In respect of contractual employees, the Attendance Certificate, along with the verified biometric attendance report, shall be submitted to the concerned Head of Office/Drawing & Disbursing Officer (HOO/DDO) on the same day.

5. Mode of Submission

(i) Attendance Certificate and biometric attendance report in respect of outsourced employees shall also be forwarded through the E-Office system to the E-Office I.D of the Section Officer (Administration Branch) on the same day and in case of contractual employees the same may be forwarded on the E-Office I.D of the concerned HOO/DDO and copy of attendance certificate of contractual employees

may also be shared with the Admn. Branch (HQ), through E-Office (in the attached format only).

(ii) Attendance records forwarded through WhatsApp or any other unofficial mode/platform shall not be accepted for compilation or processing of salary/wage bills.

6. Responsibility for Authentication

The concerned Branch In-charge/Superintendent/Head of Office/Officer In-charge shall be personally responsible for the correctness, authenticity and timely submission of Attendance Certificates and biometric attendance reports. Submission of false, fabricated or misleading attendance records shall entail fixation of responsibility and disciplinary action under the applicable Conduct Rules, in addition to recovery of any excess payment made.

7. Responsibility for Delay and Excess Payment

Any delay in submission of duly authenticated attendance records resulting in delay in processing or disbursement of salary/wages shall be the sole responsibility of the concerned Branch In-charge/Superintendent/Head of Office/Officer In-charge.

Similarly, any excess payment arising due to submission of incorrect or inaccurate attendance records shall entail fixation of responsibility and recovery from the person(s) found responsible, in accordance with the applicable rules.

All Heads of Branches, District Offices, Homes and Institutions shall ensure strict compliance with the above instructions. These directions shall be adhered to meticulously without any deviation. Any violation of these instructions shall be viewed seriously and shall attract appropriate administrative and disciplinary action against the defaulters, in accordance with the applicable rules.

This issues with the approval of the Competent Authority.

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.

Digitally signed by
Sanjay Kumar Ambasta
Date: 23-07-2026
16:28:55

ATTENDANCE CERTIFICATE

Certified that Mr./Ms./Mrs. _____, Designation: _____, posted at _____, has attended office during the period from _____ to _____.

It is further certified that the attendance of the above-mentioned employee has been duly verified from the Biometric Attendance System maintained in this office, and this Attendance Certificate has been prepared strictly on the basis of the biometric attendance records.

The details of leave(s) availed during the above period are as under:

Type of leave	Period	Number of days

Note: Saturdays, Sundays and Gazetted Holidays falling during the period of leave, if any, may also be indicated separately.

Leave Balance after deduction (mention leave-wise balance):

Signature of In-charge/HOO

Name: _____

Designation: _____

Office Seal

Copy to:

Section Officer (Administration), Department of Social Welfare (HQ) – in respect of contractual employees only.