

Deputy Commissioner (East)
GNCT of Delhi
R & I Branch
16-03-12
DC

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

No.F. 16/01/2012/AR/ 2073-2232/C

Dated: 12/03/12

CIRCULAR

864/Admn
22-3-12

Pursuant to the directions of the Chief Secretary, Information & Technology Department, GNCTD has developed an Attendance Monitoring System (AMS) through which online monitoring of attendance can be done. The AMS requires the Department and all its branches/field units to submit online attendance status on the website. The AMS has already been made functional in VAT, Social Welfare Department and Women & Child Development Department. Its implementation in Food & Supplies Department is under process.

2. Chief Secretary vide circular dated 19.09.2011 has asked Secretary (IT) to prepare software, which could be used by all the Departments and the field offices for uploading the status of attendance daily within ten (10) minutes of the opening of the office and highlighting the names of latecomers.

3. All the Heads of the Departments are accordingly requested to depute a Senior Officer well versed with Information Technology so that the AMS in respect of their Department/offices and field units can be linked with the main website. They should obtain necessary know how and password etc. from I.T Department for its implementation and commence uploading of attendance status with immediate effect. It may be ensured that all the attached subordinate offices/units/field offices get covered through the system with immediate effect.

4. A compliance report in this regard may be sent to this office by 31st March, 2012 so that a consolidated report can be submitted to the Chief Secretary, Delhi.

(Dr. M.M.KUTTY)
PRINCIPAL SECRETARY (AR)

To

1. All Principal Secretaries/Secretaries/HODs, Govt. of NCT of Delhi.
2. Local Bodies/Autonomous Bodies/Undertakings of Govt. of NCT of Delhi.
3. OSD to Chief Secretary, Delhi.

Pl. ds

ADM(B)

2073-2232

22/3/12

Labit - Asst Secy

(Dr. M.M.KUTTY)
PRINCIPAL SECRETARY (AR)