

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>th</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P.ESTATE, NEWDELHI

No.F.16/2/14/AR/ 4719-4878/c

Dated: 3/4/14

To

1. All Principal Secretaries/Secretaries/HODs, Govt. of NCT of Delhi.
2. Heads of Local Bodies/Autonomous Bodies/Corporation /Boards /Undertaking of Govt. of NCT of Delhi.

**Sub: Observation of Punctuality and Installation of Biometric Attendance System in the Offices of the Govt. of NCT of Delhi.**

Sir/Madam,

Please find enclosed a copy of note dated 26.03.2014 of the Chief Secretary, Delhi on the subject cited above vide which all the Secretaries/HODs have been requested to ensure punctuality in their offices/field offices, as well as installation of Biometric Attendance System by 20.04.2014 by following local tender process as allowed under GFR/Delegation of Financial Power Rules.

In the above said note dated 26.03.2014 of the Chief Secretary, it has been clearly mentioned that any further delay in the matter will be viewed adversely.

It is, therefore, requested to take necessary action in the matter and kindly submit action taken report on or before 20.04.2014 to this Department so that the status of action taken in the matter may be apprised to Chief Secretary, Delhi.

Yours faithfully,

  
3/4/14  
(PANKAJ JOSHI)  
DEPUTY DIRECTOR (AR)  
Ph: 23392620

Encl: As above.

90/c

**OFFICE OF THE CHIEF SECRETARY**

In my first meeting of Senior Officers held on 09.01.2014 and thereafter in subsequent meetings, I have advised the need to ensure punctuality and discipline in office working. It was requested that **Biometric Attendance System** should be introduced in all the offices and centralized monitoring needs to be taken up to ensure timely attendance of the officers / officials.

(2) In the Senior Officers meeting held on 25.03.2014, I have noticed that many departments have not yet taken this task citing reasons like - (a) they have to issue tender or (b) taking advise of IT Department or (c) PWD has been asked to do the needful.

(3) The maintenance of discipline is responsibility of the Secretary / HOD concerned and any compromise in this matter will certainly affect the discipline and efficiency of working.

(4) All the Secretaries / HODs are requested to **ensure punctuality in their offices / field offices, as well as installation of Biometric Attendance System by 20.04.2014** by following local tender process etc., as allowed under GFR / Delegation of Financial Power Rules. Any further delay will be viewed adversely as it will amount to not making effort to keep track of timely attendance of officers / officials, which is a must for good governance.

(5) I have apprised Hon'ble LG this morning of the action to be taken by Secretaries / HODs and also that Secretary (H&FW) has been asked to introduce Biometric Attendance System in LNJP and GTB Hospitals before Hon'ble LG takes up the visit some time in month of April 2014, besides covering other Health Institutions.

(6) In the next Senior Officers meeting, the status of steps taken to ensure punctuality and installation of Biometric Attendance System in all offices / field offices will be discussed and reviewed.

(S.K. Srivastava)  
Chief Secretary  
26.03.2014

**All Pr. Secretaries / Secretaries / HODs**

Copy for information to:-

1. Pr. Secretary to LG
2. Secretary (H&FW)

**Copy NOO**

✓ Secretary (AR) – He is requested to obtain status of action taken / not taken by various Departments, and put up please.

*Sr 26.03.14*  
(S.K. Srivastava)  
Chief Secretary

*CS/1748*  
*26/3/14*

*1066/AR*  
*26/03/14*

*me*  
*28.3.14*  
*SAR*

*DD (MS)*  
*27/3*  
*AB*  
*28/3/14*  
*Sh. Pawan*