

Very Important

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002
[COMPUTER CELL]

F.56(320)/DSW/CC/175/2017-18/32855-32919

Dated: 15 MAR 2017

To

1. All Branch In-charges, Headquarters, Social Welfare Department, GNCTD.
2. Chief Probation Officer, Social Welfare Department, GNCTD.
3. All District Officers, Social Welfare Department, GNCTD.
4. All In-charges of Homes/Institutions, Social Welfare Department, GNCTD.

Sub: Requirement of Employees' Information for Implementation of Aadhaar Enabled Biometric Attendance System.

Sir/Madam,

The Department of Social Welfare, GNCTD is going to implement the **Aadhaar Enabled Biometric Attendance System (AEBAS)** for its employees. For the purpose of registration of all employees for making them enable in marking attendance through this system, you are requested to submit the following information & document of yourself and all employees under your administrative control. **The information must be submitted immediately.**

Information Required

S.No.	Particulars	
1	Full Name	
2	Date of Birth (format DD-MM-YYYY)	
3	Gender	
4	12 digit Aadhaar number	
5	10 digit Mobile Number	
6	Employee Type (Government/Contractual/Outsourced)	
7	Office Name	
8	Designation	
9	Office Location	

Documents Required

S.No.	Particulars
1	Copy of Aadhar card
2	Passport Size photograph

This issues with the prior approval of Director (SW).


Senior System Analyst

Copy for information to:-

1. PS to Secretary, Social Welfare Department, GNCTD.
2. PS to Director, Social Welfare Department, GNCTD.
3. PA to Special Director, Social Welfare Department, GNCTD.


Senior System Analyst