

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

F.56 (320)/DSW/CC/117/2012-13/PART FILE-I 8012-8060 Dated:

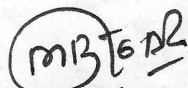
11 JUL 2019

Circular

The following guidelines are issued for the proper monitoring and reports generation of biometric attendance machine installed at District/Institutions/Homes under the department.

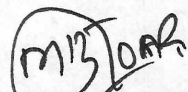
1. District offices/Institution/Homes may purchase bio metric machine at their own level under delegation of financial powers through GeM as per requirement.
2. Monitoring the biometric machine and report generation/data backup is the sole responsibility of respective incharge of the District offices / Institutions/Homes.
3. Necessary training/ technical assistance in this regard will be provided by Computer Cell (HQ).

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


(Sr. System Analyst)

Copy to:-

- ✓ All District offices/Institution/ Homes
PS to Secretary (SW) ✓
PA to Director (SW) ✓


(Sr. System Analyst)