

GM

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
CARE TAKING - I BRANCH
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

File No: F.2/1676/CT-I/GAD/2020/3069-3075

Dated:- 17/06/22

CIRCULAR**Subject : Registration of Officers/Staff on face recognition attendance system.****Ref. Circular No. F.1C/898/2016/GAD/Admn./355 dated 10.06.2022**

Attention is invited to the above Circular vide which it has been informed that facial recognition attendance system machines have been installed in Delhi Secretariat and all the Departments of Delhi Secretariat have been requested to take up registration of their Staff for facial impression, on face recognition attendance machine with PWD.

Accordingly, the following points have been brought to the knowledge of all Head of the Departments placed in Delhi Secretariat for necessary action and compliance:-

1. The face recognition machine has been installed on each floor of Delhi Secretariat and four machines are placed at Ground Floor for marking of attendance by the Officers/Staff working in Delhi Secretariat.
2. It is mandatory for all the Officers/Staff to mark their attendance invariably through face recognition attendance system from the day after date of registration.
3. The Proforma for enrolment of employees in face recognition attendance system is enclosed herewith. Every employee shall fill the form and get it verified from their Supervising Officer for registration as per schedule.
4. The Deputy Secretary (Admn.) or equivalent Officer of Administration Branch of every Department/Office will be the Nodal Officer for registration of Staff of their Department/Office. He will be responsible to ensure that all Officers/Staff are registered with face recognition attendance system on the date assigned to their department. The user id and password will be provided to the Nodal Officer who will also be responsible for future addition and deletion of staff from the Department's attendance roll.
5. The schedule for registration of Department-wise employees in the face recognition attendance system is enclosed as Annexure-1. The Nodal Officers of the departments shall keep the Proforma for enrolment of employees ready well before the date of their registration. An Official of PWD Department (Sh. Saurabh, Mob. No. 9639907070) will visit the departments on scheduled date and time and help the department in registration of staff on face recognition attendance system.
6. All the Officers/Staff are requested to ensure strict compliance of the annexed schedule.

This issues with the approval of the Competent Authority.

(Manoj Jain)
Dy. Secretary (GAD)

All ACS/Pr. Secretaries/Secretaries/HoDs
of the departments/Offices situated in Delhi Secretariat.

Copy to:

1. SO to CS, GNCTD of Delhi.
2. PS to ACS (GAD), Delhi Secretariat.
3. Executive Engineer (Elect.), M-253, with the request to deploy Sh. Saurav under the supervision of Assistant Engineer w.e.f. 20.06.2022 for registration. Further, daily status report should be submitted to ACS (GAD).

Pl. Circulate
to all.

Annex
24/06/22
Sh. Mahesh.

For GAD
SF To,

23/6/22
SF To

ANNEXURE-I

SCHEDULE FOR REGISTRATION OF EMPLOYEES IN FACE RECOGNITION ATTENDANCE SYSTEM

Date	Timing	Floor	Department
20.06.2022	10 AM to 06.00 PM	10 th Floor	Urban Development Department, Health & Family Welfare Department, IT Department
21.06.2022	10 AM to 06.00 PM	9 th Floor	Health & Family Welfare Department IT Department
22.06.2022	10 AM to 06.00 PM	8 th Floor	Power Department, O/o Minister of Food & Supply, Law Department, O/o Minister of Transport
23.06.2022	10 AM to 06.00 PM	7 th Floor	O/o Minister of Health, O/o Minister of Social Welfare, O/o Minister of GAD, Art & Culture Department, AR Department.
24.06.2022	10 AM to 06.00 PM	6 th Floor	Environment Department, Planning Department, O/o Deputy C.M.
27.06.2022	10 AM to 06.00 PM	5 th Floor	Services Department, Home Department, O/o Chief Secretary
28.06.2022	10 AM to 06.00 PM	4 th Floor	Vigilance Department Finance Department, Audit Department ✓
29.06.2022	10 AM to 06.00 PM	3 rd Floor	CM Office, NIC
30.06.2022	10 AM to 06.00 PM	2 nd Floor	GAD, PWD, PAO



PROFORMA FOR ENROLMENT OF DATA OF EMPLOYEES FOR MONITORING THE ATTENDANCE THROUGH FACE RECOGNITION ATTENDANCE SYSTEM

Biometric ID:- _____
(For Office use)

Department:- _____

1.	Name of the Official/Officer	
2.	Designation	
3.	Normal Duty Hours	
4.	Normal Duty Days in Week	
5.	Name & Designation of the Supervising Officer	

Signature of the Employee

Signature of the Supervising
Officer
Ph. No.:
E-Mail: