

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
1, PT. RAVI SHANKAR SHUKLA LANE, K. G. MARG
NEW DELHI-110001

F.No.9(155)/Misc/Admn/WCD/2014/ 35189-196

Dated : 31 JAN 2017

CIRCULAR

Sub: Regarding punctuality in marking Bio-Metric Attendance/Non-Registration in Bio-Metric Attendance System.

All the Officers/Officials working in the WCD (HQ) & various field units are hereby directed to be punctual and to register themselves for Bio-Metric Attendance (if not done so far) in the first instance. Further, all those officers/officials whose Bio-Metrics are already registered with the system and are not marking their attendance, are hereby directed to mark their attendances through Bio-Metric Attendance System only.

All the Branch-Incharges/HOO of field units are required to make sure of the punctuality of the officers/officials and ensure that all staffs are registered in Bio-Metric Attendance System.



(Sanjay Kr. Saxena)
Director, WCD

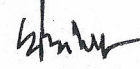
1. All Branch Incharges-WCD (HQ)
2. All HOO of field units, DWCD
3. All District Officers

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Copy to :

1. PA to Director, WCD.
2. PA to Spl. Director (Admn), WCD.
3. Asstt. Programmer, WCD ~~along with enclosures~~ for uploading the information on website of the Deptt.



(G.C. Lohani)
Dy. Director (Admn)