

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

F.10 (333)/Admn-I/2016/DSW/Estt/Pt-I/2048-1/8

Date:

26 APR 2018

ORDER

In continuation of this office order dated 07/12/2016 and 26/05/2017, all the officers/officials working in this Department are hereby directed to follow punctuality and mark their attendance on Bio-metric & report to office by 9:30 AM and leave office at 6:00 PM.

The staff working in various Districts/Institutions/Homes shall mark their attendance on Bio-metric as per scheduled office hours.

Further, it has been observed that many employees including officers are not marking their attendance on Bio-metric even after attending office. The officers/officials who have not registered themselves in the Bio-metric system shall get themselves registered in the Bio-metric attendance system without fail, failing which disciplinary action will be initiated against them.

Non-compliance of this order shall attract necessary action under CCS (CCA) Rules.

This issues with the approval of Director (SW).


(D. KARTHIKEYAN)
DY. DIRECTOR (ADMN.)

F.10 (333)/Admn-I/2016/DSW/Estt/Pt-I/2048-1/8
Copy for information to:

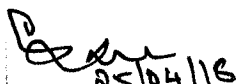
Date:


26 APR 2018


1. P.S to Secretary, HQ, Department of Social Welfare.
2. P.A to Director, HQ, Department of Social Welfare.

Copy for necessary action to:

1. All DDs, DSW, GNCTD, Delhi Gate, Delhi.
2. All DOs, DSW, GNCTD, Delhi.
3. All DDO/HOO of Homes/Institutions, DSW, GNCTD, Delhi.
4. Sr. System Analyst, DSW for uploading the circular on the Departmental website and to ensure that all officers/officials are registered with Bio-metric. If any officer/official is not inclined to register himself/herself, the name of the person may be brought to the knowledge of Administration Branch.
5. Notice Board.
6. Guard file.


(D. KARTHIKEYAN)
DY. DIRECTOR (ADMN.)


26/04/2018

System Analyst

26.04.18

Mr. Kamal

248/CC
26/4/18