

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

No. F. 4/DSW/Misc/2015-16/Pt-I/ 14499-569

Date:

19 JUL 2018

ORDER

In continuation of this office order dated 07/12/2016, 26/05/2017 and 25/04/2018 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).

By, Director (Admin-3)

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Copy for information to:

- 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/DSWOs/DDOs/HOOs, DSW, GNCTD Delhi.
- 2. ✓ 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.
- 3. Notice Board.
- 4. Guard file.

By, Director (Admin-3)

1194/c
20/7/18

Ramam
20.07.18

Mr. Nishu