

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

F.4/DSW/Misc./2015-16/Pt-I

28346 - 28386

Dated:

05 MAR 2020

To,

All DDs / DSWOs / DDO/HOO/Supdt./In charge of Homes/Institutions/Schools,
Department of Social Welfare,
Govt. of NCT of Delhi

Sub: Regarding temporary suspension/exemption from Biometric Attendance.

Sir/Madam,

I am directed to forward herewith a copy of letter F.No. 18/46/2016/Misc./GAD/Office order/Admn./820-28 dated 05/03/2020 Issued by Dy. Secretary(GAD), General Administration Department, Govt. of NCT of Delhi on the subject cited above.

In pursuance of the letter dated 05/03/2020 of the General Administration Department, it is requested to kindly get Biometric attendance of all officers/officials of your offices/ Homes / Institutions suspended in the interest of all staff till further order, In view of corona virus threat which is a contagious virus that causes respiratory infection, can transfer from human to human on their touch of common object.

This issues with the approval of the Competent Authority.

Yours faithfully,

DY. DIRECTOR (ADMIN-II)

05-03-2020

F.4/DSW/Misc./2015-16/Pt-I

28346 - 28386

Dated:

05 MAR 2020

Copy for information to:-

1. PS to Secretary (SW), GLNS Complex, Delhi Gate, New Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, New Delhi.
3. Sr. System Analyst, DSW for uploading the circular on the website of DSW.