

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
REVENUE DEPARTMENT: DELHI  
(GENERAL ADMINISTRATION BRANCH)  
5, SHAM NATH MARG, DELHI-54.

F.1(221)/GA/DC/ HQ/Gr-I/2019/ 2165

Dated 1/11/21

To

1. The District Magistrates  
All Districts of Revenue Department  
Govt. of NCT of Delhi  
New Delhi.
2. The Dy. Commissioners(HQ)  
Revenue Department  
Govt. of NCT of Delhi  
New Delhi.

**Sub: Attendance Register System are not being carried out regularly by the departments reg:**

Sir/Ma'am,

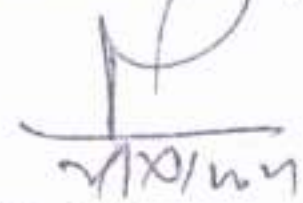
I am directed to enclosed herewith a circular dated 08.10.2021 issued by the Additional Chief Secretary, Administrative Reforms Department, GNCTD on the subject cited above, wherein it is mentioned that the Attendance Register system are not being carried out regularly by the departments which are necessary to keep track of late coming/absentees. The matter has been viewed seriously by the Chief Secretary, GNCTD and directed that:

- I. Adopting the Attendance register system for all the officers/officials working in the departments till the time Bio- Metric system is not in place due to existing pandemic guidelines.
- II. Strictly adhering to the attendance register system and monitoring on regular basis.
- III. It may also be advisable that the attendance Register may be signed in the presence of the Superior(s).

In view of the above, it is requested to issue necessary directions in this regard.

Encl: As above

Yours faithfully



(ANIL SIROHI)

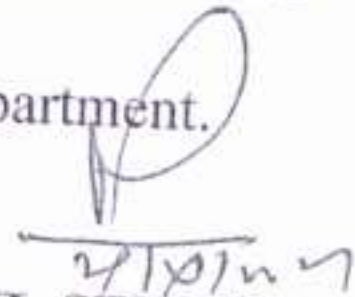
SUB-DIVISIONAL MAGISTRATE - III (HQ)

F.1(221)/GA/DC/ HQ/Gr-I/2019/ 2165

Dated 1/11/21

Copy to:

1. PA to Pr. Secretary (Revenue)/Divisional Commissioner, Revenue (HQ), GNCTD, 5, Sham Nath Marg, Delhi for information please.
2. Sr. System Analyst, Revenue (HQ), for uploading this on the website of Revenue Department.
3. Guard file.



(ANIL SIROHI)

SUB-DIVISIONAL MAGISTRATE - III (HQ)

Fwd: Attendance Register System are not being carried out regularly by the departments.

298/C

From : Divisional Commissioner <divcom@nic.in>

Mon, Oct 11, 2021 11:26 AM

Subject : Fwd: Attendance Register System are not being carried out regularly by the departments.

To : Sonalika <dy.comhq4@delhi.gov.in>, sdm3hq@gmail.com

1 attachment

14.10.21  
1372/wn

CO/GM

Gen. Admn. Branch

Diary No. 5026

Date 14/10/21

607  
11/10/21  
Delhi-54

599  
13/10/21

From: "arupdate" <arupdate@nic.in>

To: fsldelhi@indiatimes.com, "Dr. R. K. Kalra" <msgbpant@nic.in>, "dsgad" <dsgad@hub.nic.in>, vc@ipu.ac.in, msggsg@gmail.com, gnedir@gmail.com, "Ravinder Singh" <gndpoly.delhi@nic.in>, .msgtbh@gmail.com, "dge 2011" <dge.2011@gmail.com>, "ACS Health" <pshealth@nic.in>, dtehedu@gmail.com, hindiacademydelhi@gmail.com, "dghome" <dghome@nic.in>, "Office of the Commissioner of Industries Govt of Delhi" <comind@nic.in>, "P Krishnamurthy" <secyit@nic.in>, ceifcd@gmail.com, msjpch2010@gmail.com, udita@kitd.ac.in, "Sanjeev Ahuja" <labcom@nic.in>, mansukh59@hotmail.com, buildingland22@gmail.com, "slaw" <SLAW@NIC.IN>, "mslnh" <mslnh@nic.in>, "Dr. Rajiv Sagar" <msmbh@hub.nic.in>, dpmaids@gmail.com, mamcregistrar@gmail.com, "Sangita Passey" <mbpoly.delhi@nic.in>, "DDG DEL" <ddg.delhi@nccindia.nic.in>, principalnhmc@gmail.com, aracad@nsit.ac.in, "GopalRai Minister" <gopalrai.delhi@gov.in>, "Imran Hussain" <imran.hussain@gov.in>, "Kailash Gahlot" <minlawtpt.delhi@nic.in>, "Rajendra Pal Gautam" <rajendrapal.gautam@gov.in>, "Office of Minister Health Power Home PWD UD Industries Irrigation and FC" <moh.delhi@gov.in>, "Planning Department, GNCTD" <jdplg@nic.in>, "SECRETARY POWER" <pspower@nic.in>, "L D JOSHI" <coa@nic.in>, supdtdadminwcd@gmail.com, "Dr. Rajeev Kapoor" <ms\_mnhosp@nic.in>, "PUBLIC GRIEVANCES COMMISSION" <pgcdelhi@nic.in>, pwdhqdelhi@gmail.com, secretarypunjabiacademy@gmail.com, "O.P Singh" <pusapoly.delhi@nic.in>, hoorgssh@gmail.com, msrtrmh@gmail.com, "RCS" <rcoop@nic.in>, "Divisional Commissioner" <divcom@nic.in>, mssgmh@rediffmail.com, delhisanskritacademy@gmail.com, "ms svbph" <ms.svbph@gmail.com>, mssrhch-dhs-delhi@nic.in, "S. B. Deepak Kumar" <secservices@nic.in>, "rajdeep sinhmar" <rajdeep.sinhmar@gmail.com>, sindhiacademy@gmail.com, "Dr Rashmi Singh" <dsw@nic.in>, dir12scert@gmail.com, "tourism gnctd" <tourism.gnctd@gmail.com>, pawankumar12265@gmail.com, "Anil Kumar Sharma" <dcotpt5.delhi@gov.in>, "Ravindra Singh" <rs.parmar@gov.in>, "mohd alim" <mohd.alim@gov.in>, "dvigil" <dvigil@nic.in>, acwmhq@gmail.com, "Dr. Rashmi Singh" <wcd@nic.in>, "lokayukta.delhi" <lokayukta.delhi@nic.in>, registrardelhidentalcouncil@gmail.com, ceodelhicantt@gmail.com, pplgec@gmail.com, info@nludelhi.ac.in, "DELHI HERITAGE" <dihrm@bol.net.in>, principal@andc.du.ac.in, amitgarg@andc.du.ac.in, info@drbrambbedkarcollege.ac.in, "bnc kair" <bnc.kair@gmail.com>, info@igipess.com, principal@keshav.du.ac.in, principal@mac.du.ac.in, "principal pk" <principal.pk@gmail.com>, principal@rajguru.du.ac.in, cbs@sscbsdu.ac.in, principal@gbpec.edu.in, bsamchdelhi@gmail.com, sahyakalaparishad@gmail.com, "dr jyotsna2015" <dr.jyotsna2015@gmail.com>, "Dr Sachin Mittal" <mittal.sachin@gov.in>

Sent: Friday, October 8, 2021 5:32:07 PM

Subject: Attendance Register System are not being carried out regularly by the departments.

Sir/Madam,

Please find attached herewith circular regarding Attendance Register System are not being carried out regularly by the departments which are necessary to keep track of late coming/absentees. Recently, punctuality drives conducted by A.R. Department has shown that the percentage of late comer/absentees is increasing in most of the department.

297/c

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7TH LEVEL, 'C' - WING, DELHI SECRETARIAT,  
I.P.ESTATE, NEW DELHI-110002

F.No.16/20/AR/2019/PT.III/4702-4893.

Dated: 08/10/2021.

CIRCULAR

It has been observed that Attendance Register System are not being carried out regularly by the departments which are necessary to keep track of late coming/absentees. Recently, punctuality drives conducted by A.R. Department has shown that the percentage of late comer/absentees is increasing in most of the department.

Further. the matter has been viewed very seriously by the Chief Secretary, Govt. of NCT of Delhi and it has been directed as under:-

- (1) Adopting an Attendance Register system for all the officers/officials working in the department till the time the Bio-metric system is not in place due to the existing pandemic guidelines.
- (2) Strictly adhering to the attendance register system and monitoring on regular basis.
- (3) It may also be advisable that the attendance Register may be signed in the presence of the Superior(s). ] ⊙

All the Heads of Department are requested to issue necessary directions for the same.



(RAAJIV YADUVANSHI)  
ADDITIONAL CHIEF SECRETARY (AR)

To

1. All Pr. Secretaries/Secretaries/HODs, Govt. of NCT of Delhi