

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
1st FLOOR, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE, DELHI-110006

F.17(42)/WCD/Admn./Attendance/2020/P.F.I/16859-63

Dated:
09 NOV 2021

CIRCULAR

It has been observed that Attendance Register System are not being carried out regularly by the branches/offices which are necessary to keep track of late coming/absentees. In this regard, all the branch/office heads at HQ (DWCD), Homes/institutions, District Offices/ ICDS Projects/ JJBs are directed to comply on the following points: -

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 branch in-charge.



Deputy Director (Admn.)
DWCD

To,

1. All Branch in Charges at HQ (DWCD)
2. All Superintendents/CDPOs of Homes/Institution/ICDS Project/JJB/WCW
3. All District Officers

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Copy to: -

1. OSD to Secretary, DWCD, Govt. of NCT of Delhi.
2. PS to Spl. Secy. cum Director, DWCD, Govt. of NCT of Delhi.

3. DPA, for updation



Deputy Director (Admn.)
DWCD