

GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
(ADMINISTRATION BRANCH)
2nd LEVEL, 'A' WING: DELHI SECRETARIAT
I.P. ESTATE: NEW DELHI-110002

Sub.:- Biometric attendance report of staff of all the departments located in Delhi Secretariat.

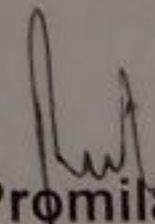
Reference circular No.F.1C/898/2016/GAD/Admn/1369 dated 07.12.2016 and its reminder dated 20.12.2016, wherein the biometric attendance report for the month of Nov. 2016 in respect of staff of Delhi secretariat was required to be furnished to this department for submitting the same to the office of Chief Secretary.

However, the said information has not been furnished by your department till date.

Hence you are again requested to provide the biometric attendance report of all the staff under your control for the month of Nov. 2016 & Dec. 2016 in the prescribed format given below (reports in r/o individuals should not be sent):-

Total No. of employees	Total No. of employees registered in attendance through Biometric System	Total No. of Employees making attendance through Biometric	Total No. of Staff marking attendance between 9:30 am to 9:45 am	Total No. of Staff marking attendance between 9:45 am to 10:00 am	Total No. of staff leaving office at 5:45 pm	Total No. of staff leaving office at 6 pm

It has been further desired that the biometric attendance report in the above format, may be emailed to this office everyday by 10:30 AM, through your nodal officer, at gad.admn@gmail.com.


(Promila Mitra)

Dy. Secretary (GAD/Admn.)
23392168

1. All Pr. Secretaries/Secretaries / Head of Departments, GNCT of Delhi, Delhi Secretariat.

2. Staff officer to Chief Secretary, for information.