PUBLIC WORKS DEPARTMENT SECRETARIAT
Govt. of NCT of Delhi
3rd FLOOR, MSO BUILDING, IP ESTATE, ITO, NEW DELHI-02.

No. PWDS-A021/1/2025/E-289584/dsallot1/294-299 Dated: 21/04/2026

OFFICE ORDER

In continuation of the instructions issued by the Administrative Reforms Department vide Order No. 16/23/AR/Biometric/2026/728–820 dated 08.04.2026, it is hereby directed that all officers and officials shall mandatorily register their details on the biometric attendance system installed in the office.

All concerned are further instructed to ensure that their attendance is marked daily through the biometric system strictly in accordance with the prescribed office timings. Any deviation from the stipulated timing or failure to mark attendance will be viewed seriously and may attract appropriate administrative action.

The GAD vide email dated 21.04.2026 directed that the attendance reports generated through the biometric system may be compiled and forwarded to the General Administration Department (GAD) on a daily basis, between 10:15AM to 10:25AM from 27.04.2026 (Monday) onwards.

All officers/officials shall ensure strict compliance and adhere with these instructions without any lapse.

This issue with the approval of the competent authority.

Yours sincerely,

Encl: As above.

(S.P. Gupta)
Deputy Secretary (PWD)

To,

All Officers/Officials, PWD, GNCTD

No. PWDS-A021/1/2025/E-289584/dsallot1/294-299 Dated: 21/04/2026

Copy for kind information to

1. PS to ACS, PWD, MSO Building, I.P. Estate, New Delhi.
2. PS to Spl. Secretary -I, PWD, MSO Building, I.P. Estate, New Delhi.
3. PS to Spl. Secretary -II, PWD, MSO Building, I.P. Estate, New Delhi.
4. All Officers/Officials of PWD Secretariat, MSO Building, I.P. Estate, New Delhi.
5. System Analyst for uploading the same on website
6. Guard File

(S.P. Gupta)
Deputy Secretary (Admn.)

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