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

F.10 (87)/PWD-I/Admin/Circulars/2018/V.II/dsallat1/469-474 Dated: 21/05/2026

OFFICE ORDER

Sub: Compliance with Biometric Attendance System in PWD Secretariat.

Reference is invited to the Order dated 21.04.2026 regarding the marking of attendance through the Biometric Attendance System, wherein it was directed that all officers/officials shall mark their attendance in accordance with the prescribed office timings.

However, it has been observed that some officers/officials are either not marking their attendance regularly or are not doing so within the prescribed office timings. Therefore, all officers/officials are once again directed to register themselves in the Biometric Attendance System, if they have not already done so, and to mark their attendance regularly on a daily basis within the prescribed office timings only through the Biometric Attendance System.

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

DEPUTY SECRETARY (ADMN.)

F.10 (87)/PWD-I/Admin/Circulars/2018/V.II/dsallat1/469-474 Dated: 21/05/2026

Copy for information to: -

1. PS to Pr. Secretary (PWD), 3rd Floor, MSO Building, IP Estate, New Delhi.
2. PS to Spl. Secretary-I (PWD), 3rd Floor, MSO Building, IP Estate, New Delhi.
3. PS to Spl. Secretary-II(PWD), 3rd Floor, MSO Building, IP Estate, New Delhi.
4. All Officers/officials of PWD Secretariat, MSO Building, IP Estate, New Delhi.
5. Technical Officer (IT)/DPA for uploading the same on website.
6. Guard File.

DEPUTY SECRETARY (ADMN.)

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