दिल्ली सरकार
कार्यालय प्रमुख अभियंता ,लो0नि0वि0
12वांतल, बहु-मंजिला भवन, इन्द्रप्रस्थ संपदा, नई दिल्ली-110002
☎ 23724561, 23739423, फैक्स 23766924
Toll Free Complaint No. 1908
Website: http://pwd.delhigovt.nic.in
E-mail- einc-pwd@delhi.gov.in

सं0: 27(Misc)/प्रमुख अभि./लोनिवि/ई–1/2026/ 4349 दिनांक: 5 .06.2026

OFFICE ORDER

Subject- Implementation of Biometric Attendance System in the Department.

Time to time instructions have been issued for observing punctuality by the Government employees. In this regard, Biometric Attendance System for all PWD staff is to be installed and instructions have been issued to all subordinate offices to install Biometric machine & submit compliance.

On the subject, please find attached PWD Secretariat letter – PWDS-A021/1/2025/E-289584/dsallat1/571-576 Dated-03-06-2026 where similar instructions have been reiterated and directions have been issued to submit Biometric attendance of all officers/officials on a weekly basis in the prescribed Excel Format by every Friday.

All ADGs/Chief Engineers offices are accordingly requested to submit report in desired format by 12:00 noon on every Friday so that the same could be forwarded to PWD Sectt/ Administrative Reforms Department, Delhi Secretariat.

This may please be accorded priority.

This is issued with the approval of the Engineer-in-Chief, PWD.

Encl: As above

Deputy Director (Estt.)

To,

1- Sh. S.P. Gupta, Deputy Secretary (Admn.), PWD Secretariat with respect to letter referred above.

2-4. ADG(Health, Education& Flyover), (J&P)(Maintenance & Horticulture)

5-11. All Chief Engineers (J&P, South, North, Flyover, East, Health, Project) for strict compliance.

12. PWD Website.

05/06/2026

Deputy Director (Estt.)

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/dsallot/571-576 Dated: 03/06/2026

To,

The Engineer-in-Chief (PWD),
Govt. of NCT of Delhi,
12th Level, MSO Building,
IP Estate, New Delhi-110002.

Sub:- Implementation of Biometric Attendance System in the Department.

In continuation to order/circular of 16/23/AR/Biometric/2026/728-820 dated 08.04.2026 of AR Department & order no. 469-474 dated 21.05.2026 of PWD, Secretariat, you are again requested to direct all officers/officials to mandatorily register their details in the biometric attendance system installed in the offices under your jurisdiction and mark their attendance regularly in the biometric attendance machine for onward submission to Higher Authorities.

Further, Administrative Reforms Department vide Circular no. 16/23/AR/Biometric/2026/1659-1663 dated 02.06.2026 has directed to submit the Biometric Attendance of all officers/officials on a weekly basis in the prescribed Excel Format, by every Friday via email at **arupdate@nic.in.**

Yours sincerely,

Encl: As above.

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

No. PWDS-A021/1/2025/E-289584/dsallot/571-576 Dated: 03/06/2026

Copy for kind information to

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

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

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, 'C' WING: DELHI SECRETARIAT : NEW DELHI

File No. F.16/23/AR/Biometric/2026/ 1659-1663 Dated: 02/06/2026

CIRCULAR

Subject: Information of installation and use of Biometric Attendance System in all Departments under GNCTD

In continuation of this office Circular No. F.16/23/AR/Biometric/2026/728-820 dated 08.04.2026 on the subject cited above, all concerned are hereby requested to submit the Biometric Attendance of all Officers/Officials on a **weekly basis**, in the prescribed **Excel format**, by every Friday via email at **arupdate@nic.in**.

Weekly Report : From _____ to _____

S. No.	Department Name	Designation	Name of the Officer	No. of Days Biometric Attendance Marked	No. of Days - Biometric Attendance Mark Before 11.00AM	No. of Days - Biometric Attendance Mark After 11.00AM	Registered or Not

This issue with the approval of the Competent Authority.

Joint Secretary
Administrative Reforms Department

To,

All Additonal Chief Secretaries/Principal Secretaries/ Secretaries/Heads of Department of GNCTD

Copy for kind information to:-

1. Secretary to Hon'ble Chief Minister, GNCTD
2. Secretary to Hon'ble Ministers, GNCTD
3. Staff Officer to Chief Secretary, GNCTD
4. PS to ACS (AR), Delhi Secretariat
5. PA to Joint Director (AR), Delhi Secretariat