

Office Memorandum regarding weekly biometric

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Tue, 16 Jun 2026 7:08:34 PM +0530

MEMBER (ADMIN)
DELHI JAL BOARD

Diary No. 1917

Date 19/06/26



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Delhi Jal Board, GNCTD

Dy. No. 504 dt 29/06/2026

Dy. Department
Delhi Jal Board, GNCTD

Dy. No. 1289 dt 21/7/26

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please find the attachment

Regards,

Administrative Reforms Department
Government of National Capital Territory of Delhi
7th Level, C-Wing, Delhi Secretariat,
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1 Attachment(s)

office momo for weekly biomet...
1020.8 KB

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/ 1726-1728

Dated: 16.06.2026

OFFICE MEMORANDUM

Kindly refer to this Department's Circular No. F.16/23/AR/Biometric/2026/1659-1663 dated 02.06.2026, whereby all Departments under GNCTD were requested to furnish weekly biometric attendance information of Officers/Officials in the prescribed format on a weekly basis.

In this regard, I am directed to reiterate for the compliance of aforementioned OM related to Biometric attendance by senior officer.

Further, Biometric Attendance shall be furnished to Administrative Reforms Department every Monday before 11:00 AM for better monitoring of attendance which enable Administrative Reforms Department to furnish the details to Higher Authorities.

This issues with the approval of the Competent Authority.



Joint Secretary (AR)
Administrative Reforms Department

To,

All Additional Chief Secretaries/Principal Secretaries/Secretaries/Heads of Department of GNCTD (as per list attached).

Copy for kind information to:

1. Secretary to Hon'ble Chief Minister, GNCTD
2. Staff Officer to Chief Secretary, GNCTD

1. The Principal Secretary, Directorate of Training (Union Territories Civil Services) Behind Karkardooma Court, Institutional Area, Vishwas Nagar, Shahdara, Delhi-110032 Email Id- dutcs@nic.in
2. The Commissioner, Municipal Corporation of Delhi, Dr. S.P.M. Civic Centre, Minto Road, New Delhi-110002 Email Id- commissioner@mcd.nic.in.
3. The Financial Commissioner, Office of Financial Commissioner, Govt. of NCT of Delhi, B-Block, 5 Sham Nath Marg, Delhi - 110054 Email Id - fincomnc@nic.in
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6. The Secretary, Delhi Agricultural Marketing Board, 9, Institutional Area, Pankha Road Janak Puri, New Delhi-110058 Email Id- **ambdl@nic.in**
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16. The Director, Directorate of Employment (HQ), Govt of NCT of Delhi, IARI Complex, Pusa, New Delhi-110012. Email id - secylab_delhi@nic.in
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