

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
(ADMINISTRATION BRANCH)
2nd FLOOR, MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE, DELHI – 110006

F.No.13 (181)/WCD/Misc./2026/ 2576-78

Dated : 29 MAY 2026

Subject: Furnishing of Certificate regarding Registration of Attendance through Biometric Machine in Offices/Institutions/Projects/Units of DWCD — reg.

The undersigned is directed to refer to the directions issued from time to time regarding mandatory use of biometric attendance machines for recording the attendance of all staff posted in Offices/Institutions/Projects/Units under the Department of Women & Child Development (DWCD), Government of NCT of Delhi.

In this regard, all District Officers of DWCD shall furnish a certificate to the Administration Branch (Supdtadmnwcd@gmail.com) duly confirming that all Offices/Institutions/Projects/Units of DWCD and Officers/Officials functioning under their respective jurisdiction are mandatorily registering their attendance through biometric machine only.

In case any Office/Institution/Project/Unit and Officers/Officials functioning under their jurisdiction is not registering attendance through the biometric machine, the concerned District Officer is requested to clearly state the reasons for the same, along with details as a separate enclosure to the certificate.

The requisite certificate may be furnished to the Administration Branch positively by **01.06.2026 for the perusal of Director, DWCD**. Non-receipt of the certificate by the stipulated date shall be viewed seriously and responsibility shall be fixed on the officer(s) concerned.



(Administrative Officer, DWCD)

To:

✓ All District Officers, DWCD, GNCTD

Copy to:

1. OSD to Director, DWCD for kind information.
- ✓ 2. IT branch for uploading on Department's Website
3. Guard File.