

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

DWCD-Misc/10/2026-ADMIN-WOMEN AND CHILD DEVELOPMENT DEPARTMENT/

24 JUN 2026
Date

OFFICE ORDER

4345-47

Whereas, the implementation and operationalization of the Biometric Attendance System (BAS) in all offices/units of the Department was reviewed by the Director (WCD) during the meeting held on 17.06.2026 and the directions issued thereon were circulated vide Minutes of Meeting dated 22.06.2026(**Copy enclosed**);

And whereas, it has been directed that all District Offices, Institutions, Homes, Projects, Field Units and Headquarters Offices shall ensure effective implementation, monitoring and compliance of the Biometric Attendance System (BAS);

Now, therefore, the following directions are hereby issued for strict compliance by all concerned:

1. All District Officers of DWCD shall ensure that the Biometric Attendance System (BAS) is installed, operational and functional in all offices, institutions, homes, projects and field units falling under their jurisdiction.
2. The Branch In-charge, CTP Branch, DWCD shall ensure that the Biometric Attendance System (BAS) is functional in DWCD, HQ.
3. All officers/officials working under the Department, irrespective of their mode of engagement, shall be registered on the Biometric Attendance System (BAS) and shall regularly mark their attendance through the system.
4. A Weekly Compliance Report shall be furnished in **Excel Sheet only** by all District Officers and by IT Branch, DWCD (in respect of Headquarter(DWCD)) on the e-mail ID supdtadmnwcd@gmail.com.
5. The Weekly Compliance Report shall invariably reach Administration Branch, DWCD by **12:00 Noon on every Friday**.
6. If Friday is a holiday, restricted holiday, closed holiday or any other non-working day for Government offices, the Weekly Compliance Report shall be submitted by **12:00 Noon on the immediately preceding day**, without waiting for the next working day.
7. The Weekly Compliance Report shall be submitted in the following format:

Weekly Report : From _____ to _____

S. No.	Department/Office Name	Designation	Name of Officer/Official	No. of Days Biometric Attendance Marked	No. of Days Attendance Marked Before 11:00 AM	No. of Days Attendance Marked After 11:00 AM	Registered on BAS (Yes/No)	Remarks
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9. The District Officer concerned and IT Branch shall certify that the information furnished in the report is correct, complete and duly verified.

10. The responsibility for installation, operationalization, maintenance, monitoring and compliance of BAS in District Offices, Institutions, Homes, Projects and Field Units shall rest exclusively with the concerned District Officer.

11. The responsibility for monitoring and compliance of BAS in Headquarter(DWCD) shall rest exclusively with the IT Branch, DWCD.

12. Any failure relating to:

- Installation or operationalization of BAS;
- Registration of officers/officials on BAS;
- Regular marking of biometric attendance;
- Monitoring of BAS compliance;
- Submission of incomplete or incorrect information; or
- Non-submission/delayed submission of the Weekly Compliance Report,

shall be viewed seriously and responsibility shall be fixed upon the concerned District Officer or Branch In-charge, IT Branch, DWCD, as the case may be. All concerned shall ensure strict compliance of the above directions.

This issues with the approval of the Competent Authority.


Deputy Director (Admin)
 Department of Women & Child Development
 GNCTD

DWCD-Misc/10/2026-ADMIN-WOMEN AND CHILD DEVELOPMENT DEPARTMENT/

Date

Copy forwarded to: -

1. OSD to Director, DWCD,HQ.
- ✓ 2. All District Officers, DWCD,HQ
- ✓ 3. Jt.Director (IT),DWCD,HQ with request to upload on the website of DWCD.
4. Guard File.


Deputy Director (Admin)
 Department of Women & Child Development
 GNCTD

4345-47

24 JUN 2026

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
(COORDINATION BRANCH)

I.S.B.T. Building, Kashmere Gate, Delhi - 110006

F.No. 34(17)/Coord./Alignment/DWCD/2025-26/93-106

Dated: 22.06.2026

MINUTES OF THE MEETING

A meeting under the Chairpersonship of **Director (WCD)** was held on **17.06.2026** at 3:00 PM in the Conference Hall, DWCD Headquarters to review the implementation of the **Final District Realignment Order (Area-wise Structure)** and other administrative as well as programme-related issues. The meeting started with a round of introduction by all officers concerned especially the District Officers.

It was observed that District Officer (Central & Old Delhi) was absent from the meeting without prior intimation/approval of Director (WCD) and no one represented her Districts on her behalf. The Director (WCD) expressed displeasure over the lack of administrative discipline, lackadaisical approach shown by the DO (Central and Old Delhi) repeatedly as DM (Central) has also conveyed his displeasure through a communication over her absence without prior information on two occasions from the meetings chaired by the DM. Deputy Secretary (Admn.) was directed to take immediate necessary action against the concerned District Officer.

The following decisions/directions have been directed by Director (WCD) for compliance by the concerned officers.

List of attendees is enclosed as Annexure-1

1. Operationalization of Newly Created Districts-

The Director (WCD) reviewed the progress regarding operationalization of the newly created 03 WCD Districts, namely Old Delhi, Central North and Outer North. During the deliberations, it was directed that each WCD District shall have a separate District Officer (DO) to ensure effective administration and implementation of departmental programmes. Further, the Deputy Secretary (Admn.) was directed to submit a proposal to this effect expeditiously by following all administrative formalities and for seeking approval of the Competent Authority to be able to issue an order by **26.06.2026**.

(Action to be taken by - Deputy Secretary, Admn.)

2. Realignment of Schemes and Jurisdiction-

The progress regarding the realignment of departmental schemes with the revised district boundaries was reviewed in detail. The Director (WCD) directed that the Financial Assistance Schemes (FAS) and SA&P Branch shall complete the exercise of mapping beneficiaries, Anganwadi Centres and all related records in accordance with the revised district jurisdictions in coordination with the inputs from the DOs. The officers concerned shall ensure that the realignment exercise is completed without affecting service delivery and that all databases, records and GIS mapping are updated accordingly. The progress shall be reviewed by Director (WCD) within a fortnight.

(Action to be taken by – JD (FAS/DLBS/WEC), DD, SA&P- Samarth Anganwadi, SNP & Admn. & all District Officers)

3. Processing of Honorarium and Development of Online Portal

The Director (WCD) reviewed the status of payment of pending honorarium to Anganwadi Workers, Anganwadi Helpers, rent owners and to Anganwadi crèche workers and helpers. It was briefed by DD (SA&P/SNP & Admn.) and the District Officers that due to on boarding of approx. more than 33000 IDs in respect of AWWs/AWHs/AWOs/AWCW/AWCH on the recently introduced SNA SPARSH portal, there was some delay in processing of the honorarium bills. The Director (WCD) directed all concerned officers especially the DOs to ensure that all administrative and technical formalities are completed by the concerned CDPOs and submit all pending honorarium sanction orders to the headquarters within 03 days for further necessary action by SA&P Branch. The defaulters, if any, shall face disciplinary action for delay in payment of honorarium to the grass root beneficiaries.

(Action to be taken by – all DOs & DD (SA&P- Samrth Anganwadi/SNP & Admn.)

4. Implementation of Biometric Attendance System

The progress regarding installation and operationalization of the biometric attendance system was reviewed. The Director (WCD) directed that all District Offices and field units shall ensure that the biometric attendance system is made fully functional within the prescribed timeline i.e. 30.06.2026. District Officers shall personally monitor installation, functionality of the system, marking of attendance of all employees through Biometric Attendance System and submit weekly compliance report to the Admn. Branch. The matter shall be reviewed periodically by Director (WCD) both at the HQ level and field level. Any deviation from the above directions shall be viewed seriously as the matter

is being closely monitored by the office of Hon'ble Chief Minister cum Hon'ble Minister in Charge, Worthy Chief Secretary and instructions have been issued repeatedly by these offices.

**(Action to be taken by - Deputy Secretary, Admn.,
all DOs, DD, IT, DD, CTP & Superintendents of all CCIs.)**

5. Review of Poshan Tracker App-

The Director (WCD) emphasized the need for effective monitoring and reviewing of the Poshan Tracker App for supervision of the service delivery System. All District Officers were directed to ascertain that they themselves and their CDPOs check all the entries in the PTA regularly to keep a check on the data entries being put in by the supervisors and AWWs in respect of the correctness of the data.

(Action to be taken by - All DOs & CDPOs concerned)

6. Jan Kalyan Shivirs-

The Director reviewed preparations for Jan Kalyan Shivirs and directed all District Officers to ensure active participation and proper coordination with all stakeholder departments. Necessary arrangements shall be made to facilitate delivery of departmental services during the camps. All people visiting or enquiring about the schemes/services of the department shall be registered including those who avail the benefit of the various schemes then and there and reports shall be submitted to the Nodal Officer for further necessary action.

**(Action to be taken by - All DOs concerned
& the Nodal Officer)**

7. PMMVY Coverage and Enrolment-

The Director (WCD) expressed concern over Anganwadi Centres reporting low or zero enrolment under Pradhan Mantri Matru Vandana Yojana (PMMVY). It was directed that during the special drive for PMMVY, being conducted from 15.06.2026 to 15.07.2026, the District Officers to ensure that all eligible beneficiaries are covered under the scheme and no area is left uncovered. All technical glitches in operation of the portal should be sorted out with the intervention of PMMVY central team at the HQ. It was further directed that the performance of District Officers shall also be reviewed based on PMMVY coverage and enrolment achieved in their respective districts.

**(Action to be taken by - All DOs concerned
& PMMVY)**

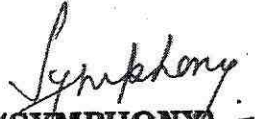
8. Clearance of all pending Payments of bills under SNP-

The Director reviewed the status of processing of payment files under the Supplementary Nutrition Programme (SNP) and directed that all pending bills pertaining to the months of April and May, 2026 shall be submitted by all District Offices to the Headquarters at the earliest so as to facilitate expeditious scrutiny and processing of the claims and ensure release of payments by 05.07.2026. The District Officers were instructed to adhere strictly to the prescribed timeline and ensure that no delay occurs in submission of the requisite bills and supporting documents.

(Action to be taken by – All DOs & CDPOs concerned)

The meeting ended with a vote of thanks to the Chair.

This issues with the approval of Director, WCD


(SYMPHONY)

Assistant Director (Coord)

F. No. 34(17)/Coord./Alignment/DWCD/2025-26/ 93-106

Dated: 22.06.2026

To

1. Joint Director (FAS/WEC/Mission Shakti/DLBS), DWCD, GNCTD.
2. Deputy Secretary (Admn.), DWCD, GNCTD.
3. Deputy Director (CTP), DWCD, GNCTD.
4. Deputy Director (Estate), DWCD, GNCTD.
5. Sr. AO, DWCD, GNCTD.
6. Deputy Director (IT), DWCD, GNCTD.
7. Deputy Director (CPDU), DWCD, GNCTD.
8. Deputy Director (SA&P), DWCD, GNCTD.
9. All District Officers, DWCD, GNCTD.
10. Assistant Director (Planning), DWCD, GNCTD.
11. Guard file.

Copy for Information:-

1. PS to Secretary, WCD, GNCTD.
2. OSD to Director, WCD, GNCTD.


(SYMPHONY)

Assistant Director (Coord)