

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
(VIGILANCE BRANCH)
MAHARANA PRATAP ISBT BUILDING, KASHMERE GATE, DELHI-06**

F.No. 13(86)/DWCD/Vig./Misc./2026/449-454

Dated:-

10 APR 2026

MEMORANDUM

WHEREAS, a meeting was held on 20.03.2026 under the chairpersonship of worthy Secretary, DWCD, wherein directions were issued to conduct inspections of all branches twice daily to ensure presence of staff;

AND WHEREAS, during inspection conducted by the Vigilance Branch, it has been observed that most of staff, and officers of department, have not been enrolled in the biometric attendance system, and those enrolled have not been punctual in marking their attendance;

AND WHEREAS, such acts of indiscipline have been viewed seriously by the Higher Authorities;

NOW THEREFORE, all officers/officials of DWCD are hereby directed to strictly adhere to the following:

1. All officers/officials shall be registered in, and mark their attendance through, the Biometric Attendance System.
2. All officers/officials shall strictly adhere to office timings and maintain punctuality.
3. All officers/officials shall uphold office decorum and discipline during working hours.

Non compliance of the directions will be viewed seriously and suitable action shall be taken against the concerned officer/official as deemed fit.


**Lata Kumari Negi
Joint Director (Admin)**

To

1. All Branch In-charges of DWCD.
2. All officers/officials of DWCD through Branch In-charges.

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Copy to:-

1. PS to Secretary, DWCD, HQ for information.
2. OSD to Director, DWCD, HQ for information.
3. PA to Special Director, DWCD, HQ for information.
4. Deputy Director (IT) with the request to upload the same on department's website.


**Lata Kumari Negi
Joint Director (Admin)**