GOVERNMENT OF NCT OF DELHI
GENERAl ADMINISTRATION DEPARTMENT
2ND LEVEL, ‘A’ WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002

F.No.18/46/2016/Misc./GAD/Office Order/Admin./826-28

To:
(1) All/AGS/Pr. Secretaries/Secretaries/HODs/
    Heads of Autonomous Bodies/Undertakings
    Govt. of NCT of Delhi
    Delhi/New Delhi

(2) Heads of Local Bodies
    Delhi/New Delhi

Sub: Regarding temporary suspension/exemption from Biometric Attendance

Sir/Madam,

I am directed to forward herewith the copy of letter No. F.2(250)/H&FW/ADMN./2017/12625,
dt. 04/03/2020 of the Spl. Secretary (Admn.), Health & Family Welfare Department, Govt. of NCT of Delhi on the subject cited above.

In pursuance of the letter dt. 04/03/2020 of the Health & Family Welfare Department, I am directed to request you to kindly get Biometric attendance of all officers/officials of your department suspended, in the interest of all staff till further orders, in view of corona virus threat which is a contagious virus that causes respiratory infection, can transfer from human to human on their touch of common object.

This issues with the approval of the competent authority.

Yours faithfully,

(Promita Mitra)
Dy. Secretary (GAD)

Encl.: as above,

F.No.18/46/2016/Misc./GAD/Office Order/Admin./826-28

Copy forwarded to:

1) Spl. Secretary (Admn.), Health & Family Welfare Department, Govt. of NCT of Delhi, 9th Level, “A” Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002, w.r.t. letter No. F.2(250)/H&FW/ADMN./2017/12625, dt. 04/03/2020.
2) PPS to Secretary (GAD).
3) All Deputy Secretaries, GAD
4) DCA (GAD)
5) All Section Officers, GAD
6) PA to Spl. Secretary (GAD)
7) Guard File

(Promita Mitra)
Dy. Secretary (GAD)
GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

FA/DSW/Misc/2015-16/Ph-1 285-6 - 285-6

Dated:
8 MAR 2020

To:
All DDs / DSWOs / DDOs / HOOs / super / in charge of Homes / Institutions / Schools,
Department of Social Welfare,
Govt. of NCT of Delhi

Sub: Regarding temporary suspension / exemption from Biometric Attendance.

Sir/Madam,

I am directed to forward herewith a copy of letter F.No. 16/46/2016/Misc / GAD /Office order/Admin 8720/28 dated 05/03/2020 issued by Dy. Secretary (GAD), General Administration Department, Govt. of NCT of Delhi on the subject cited above.

In pursuance of the letter dated 05/03/2020 of the General Administration Department, it is requested to kindly get Biometric attendance of all officers / officials of your offices / Homes / Institutions suspended, in the interest of all staff till further order in view of corona virus threat which is a contagious virus that causes respiratory infection, can transfer from human to human on their touch of common object.

This issues with the approval of the Competent Authority.

Yours faithfully,

DY. DIRECTOR (ADMIN-I)

F.No./DSW/Misc/2015-16/Ph-1 283-6 - 283-6

Dated:
8 MAR 2020

Copy for information to:-

1. PS to Secretary (SW), GLNS Complex, Delhi Gate, New Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, New Delhi.
3. Sr. System Analyst, DSW for uploading the circular on the website of DSW.