

MOST IMMEDIATE

**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/Admn./ 820-28

Dated :- 5/3/2020

To

(1) All ACS/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

आवक सं. 2507
दिनांक 6/3/2020
प्रमुख अधिकारी
निदेशक (कार्य एवं स्वा.)
निदेशक (संयुक्तता)
एम. प्रमिला मित्रा
सहायक निदेशक (कार्य एवं स्वा.)

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,

(Promila Mitra)
Dy. Secretary (GAD)

Encl.: as above.

F.No.18/46/2016/Misc./GAD/Office Order/Admn./ 820-28

Dated :- 5/3/2020

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

कर्म. प्रमुख कार्यालय नो. 110002
सं- 820-28/2018/1310
प्रतिलिपि:- प्रमुख एवं निदेशक कार्यालय, दिल्ली
प्रमुख कार्यालय, दिल्ली-110002
(कर्म. प्रमुख कार्यालय)

6/3/2020
(Promila Mitra)
Dy. Secretary (GAD)

6/3/2020
सहायक प्रशासनिक अधिकारी
कार्यालय प्रमुख अधिकारी
सो. नि. नि., दिल्ली सरकार
नया सल, पुलिस मुख्यालय,
नई दिल्ली-110002

MOST IMMEDIATE

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

F.4/DSW/Misc./2015-16/Pt-I

28346-28386

Dated:

05 MAR 2020

To:

All DDs / DSWOs/DDO/HOO/Supdt./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. 18/46/2016/Misc./GAD/Office order/Admn/820-28 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,

Jmand
05-03-2020
DY. DIRECTOR (ADMIN-II)

F.4/DSW/Misc./2015-16/Pt-I

28346-28386

Dated:

05 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.