

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
TRANSPORT DEPARTMENT: ADMINISTRATION BRANCH
5/9 UNDER HILL ROAD, DELHI-110054

F. No. F4(31)/Admn/Tpt/2025 45595

Dated: 18/11/25

CIRCULAR

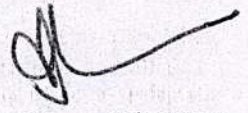
It has come to the notice that earlier circular regarding mandatory to mark the bio-metric attendance by all Officers/officials upto DC level is not being complied by all concerned Officers/Officials posted in the Department which is impacting over slow pace of disposal of work assigned to them and is resulting in piling up of PUCs at their level.

The non-compliance of marking of bio-metric attendance has been viewed seriously by the higher authority and such practices are not acceptable.

In this context, all Branch In-charges are requested to ensure that staff posted in their unit are marking bio-metric attendance at the time of arrival in office and before leaving the office as per the office timings. No late coming or early going will be accepted as habitual attitude, unless or until there is an emergency. In case of unforeseen emergency, the matter may be brought into the notice of Administration Branch through their Branch In-Charge.

A fortnightly bio-metric report will be compiled and suitable action will be taken against the violators of the said directions as per service rules.

This issues with the approval of the Competent Authority.


Dr. Ashutosh Kumar Srivastava
Joint Commissioner (Admn)/HOO

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Copy for strict compliance with immediate effect to:

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1. All Branch In-Charges.
2. All Officers/Officials posted in different branches of Transport Department.
3. IT Branch- for uploading on website.
4. Guard File.

Copy for kind information:

1. PA to Secretary- cum- Commissioner Transport Department, GNCTD.
2. PS to Special Commissioners, Transport Department, GNCTD.
3. PA to Joint Commissioner, Transport Department, GNCTD.


Dr. Ashutosh Kumar Srivastava
Joint Commissioner (Admn)/HOO