

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**TRANSPORT DEPARTMENT ADMINISTRATION BRANCH**  
**5/9 UNDER HILL ROAD, DELHI: 110054**  
**Website: <http://www.transportdelhigovt.nic.in>**

**F.No.4(11)/Admn/TPT/2024/5597**

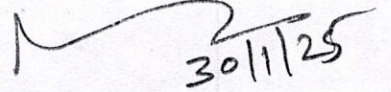
**Date: 31/01/2025**

**CIRCULAR**

This is for the kind information & persual of all the officers/officials working in Transport Department that the new Bio-Metric Machines have been installed in this department and it is mandatory to mark the attendance via Bio-Metric Attendance Machines with effect from **03.02.2025**, otherwise it will be viewed seriously and necessary action in accordance to the provisions of rules shall be initiated.

All Branch Incharges of Transport Department are requested to ensure that all officers/officials working in their respective jurisdiction including himself/herself have been registered in all aspects in Bio-Metric Module/System, if problem is noted for marking their attendance through the Bio – Metric Machine, it shall be informed to the ADO (Admn), immediately.

This issues with the prior approval of competent authority.

  
30/1/25

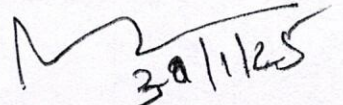
**Administrative Officer**  
**Transport Department**

**F.No.4(11)/Admn/TPT/2024/5597**

**Date: 31/01/2025**

Copy for information and necessary action to ::

1. PS to ACS-cum-Commissioner (Tpt.), Transport Department, GNCTD
2. PA to all Spl. Commissioner (Tpt.), Transport Department, GNCTD
3. All JC/DC/EO/AD/DD, Transport Department, GNCTD
4. CA/DCA/Sr. AO, Transport Department, GNCTD
5. All DTO/PCO/Section Officers Transport Department, GNCTD
6. All officials concerned through their respective Branch In-charges, Transport Department, GNCTD
7. Sr. System Analyst, Transport Department, GNCTD for uploading the order on the website of Transport Department , GNCTD

  
30/1/25

**Administrative Officer**  
**Transport Department**