

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRADE & TAXES
ADMINISTRATION BRANCH**

6TH FLOOR, YVAPAR BHAWAN: NEW DELHI - 110002

F.IV/26/T&T/ADMN/Bio-Metric Attendance/2023/ 2836-41 Dated: 09.04.2026

OFFICE MEMORANDUM

Attention is invited to the Circular No. F.16/23/AR/Bio-metric/2026/728-820 dated 08.04.2026 issued by the Administrative Reforms Department, GNCTD regarding installation and use of Biometric Attendance System in all Departments under GNCTD and Order F.No.GAD-A034/26/2025-Admin-GAD/13780 dated 08.04.2026 issued by the General Administration Department, GNCTD regarding resumption of normal office timings.

In compliance with the above directions, all Officers/Officials of the Department of Trade & Taxes, including Commissioner, Special Commissioners, Additional Commissioners, Joint Commissioners, Assistant Commissioners, GSTOs and all other Officers/Officials shall mark their attendance only through the Bio-metric Attendance System.

It is further reiterated that the office timings for the Department shall be from **09:30 AM to 06:00 PM**, and all Officers/Officials shall strictly adhere to the prescribed timings. Any instance of late coming, early leaving, or non-marking of attendance shall be viewed seriously and dealt with as per applicable rules.

All officers/officials who have not still registered on the Bio-metric attendance system shall get them registered by **09.04.2026**.

Non-compliance of the above instructions shall invite strict administrative/disciplinary action.

This issues with the prior approval of the competent authority.


Assistant Commissioner (Admn.)

F.IV/26/T&T/ADMN/Bio-Metric Attendance/2023/ 2836- 41

Dated: 09.04.2026

Copy for information and necessary action to:

1. PS to Commissioner, DT&T
2. PS to all Special Commissioners / Additional Commissioners / Joint Commissioners
3. All Branch In-charges / Zonal In-charges
4. All Officers/Officials through proper channel
5. Guard File

