

GOVT. OF NCT OF DELHI  
GTB HOSPITAL  
DILSHAD GARDEN, DELHI-110095.

**F.1(E-I)/Misc./2024/** (EComp. No.260739)      Dated:

**ORDER**

Administrative Reforms Department vide its circular dated 08/4/2026(enclosed) has once again directed to ensure punctuality and proper attendance in offices/departments and it has been directed to ensure that all officers/officials including the Additional Chief Secretary, Pr. Secretary, Secretary, HoD, shall mark their attendance only through the Biometric Attendance System.

All officers/officials of GTBH are hereby once again directed to observe office timings strictly & mark their attendance physically as prescribed in office order no. F.PS/AMS/(A)/Misc./GTBH/2026/669 dated 28/04/2026(enclosed) issued under the signatures of the AMS(Administration)-GTBH i.e. all Group A Officers shall mark their attendance in the office of AMS(A) in the attendance register physically, other officers shall mark their attendance in the Office of the DMS(A)/HOO in the attendance register physically and other officials shall mark attendance in their respective branch in the attendance register physically.

It is also added all officers/officials shall also continue to mark attendance through the Biometric Attendance System too.

Further, all Branch Incharges/Section Incharges shall also be responsible for ensuring punctuality of staff under their charge.

All Branch Incharges/Section Incharges are also directed to identify habitual defaulters (officials found late & absent from office on more than on 3 or more occasions in a month) and send the list of such officials, if any, to the undersigned.

This issues with the approval of the MD-GTBH.

Digitally signed by  
Kripa Nath Jha  
Date: 13-05-2026  
14:55:50

**(KRIPA NATH JHA)**  
**DMS(ADMN.)/HEAD OF OFFICE**

To

1. PA to the MD-GTBH.
2. All AMS(s), GTBH
3. Controller of Accounts-GTBH.
4. Nursing Superintendent-GTBH.
5. All MO I/Cs.
6. AD Planning
7. All Section Officer(s)-GTBH.
8. The Technical Officer (IT), GTBH, to upload this order on the website of GTBH.