



राष्ट्रीय जल विकास अभिकरण
जल शक्ति मंत्रालय, भारत सरकार
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)
National Water Development Agency
Ministry of Jal Shakti, Government of India
(Department of Water Resources, River Development and Ganga Rejuvenation)



F. No.: Admn-20073/4/2021/ 3894-393

Date:08/06/2022

Subject: Resumption of Biometric Attendance regarding.

It has been decided to resume biometric attendance for all levels of employees of headquarters as well as field offices of NWDA with immediate effect and it shall be responsibility of Heads of Unit to ensure the following:

- Sanitizers are mandatorily placed besides biometric machines and all employees sanitize their hands before and after marking of attendance;
- Physical distancing must be maintained by all employees while marking their attendance. If need, additional biometric attendance machines may be installed to avoid overcrowding,
- All employees shall be required to wear mask/face covers while waiting to mark their attendance; and
- All officer/staff shall strictly follow the COVID-19 appropriate behavior at all times, in office.

This issues with the approval of DG, NWDA.


(Chirabrata Sarkar)
Director(Admn.)

Copy to:

1. Chief Engineer (South/North), Hyderabad/Lucknow
2. All superintending Engineer
3. All Executive Engineer
4. Executive Engineer (Hqrs.) - *with a request to make necessary arrangements in this regard.*
5. Webmaster
6. Notice board
7. Office copy

Copy for information:

1. PS to Director General
2. PS to Chief Engineer (Hqrs.)