



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-20073/4/2021/602-31

Dated: 21<sup>st</sup> February, 2022

**Subject: Resumption of Biometric Attendance regarding-**

It has been decided to resume biometric attendance for all levels of employees, with immediate effect, it shall be responsibility of Heads of Unit to ensure that:

- 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 wear mask/face covers, at all times, including 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.

*(Handwritten signature and date)*  
21/02/2022

(CHIRABRATA SARKAR)  
Director (Admn.)

**Copy to:**

1. Chief Engineer (South/North), Hyderabad/Lucknow
2. All Superintending Engineer
3. All Executive Engineer
4. Executive Engineer – 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.)