

**DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF NCT OF DELHI**

No.PS/M(A)/2016/D-25

Dated: 15<sup>th</sup> September, 2016

**CIRCULAR**

It has been observed that a number of employees have made it a habit to report late to the work in the morning and also leave office before time. It has also been noticed that although bio-metric attendance machines have been installed but employees are not marking attendance on the machine.

2. Instructions have been issued from time to time with regard to the need to observe punctuality by Govt. servant. In this connection, attention is invited to Rule 3 (i) (ii) of CCS (Conduct Rules), 1914, which stipulates that every government employee shall at all time maintain devotion to duty. Habitual late attendance is viewed as a conduct unbecoming of a Govt. servant and disciplinary action may be initiated against such employee.

3. All the employees of DUSIB are therefore, required to be punctual in attendance and mark their attendance on the bio-metric machine. Responsibility of ensuring punctuality lies with the Sectional Heads i.e. Dy.Directors/DCAs/Ex.Eng etc. If any employee comes late due to some reasons, he/she should inform his senior/controlling authority beforehand.

4. All the employees are, therefore, once again directed to attend office in time, put in 08 hours of duty every day and mark their attendance on the bio-metric machine. An on-line attendance monitoring system has been installed in DUSIB and punctuality and attendance of all employees will be monitored on line. All Sectional Heads are also directed to ensure that staff working under them are coming in time and marking attendance.

5. If any employee is found coming late or not marking attendance, action as per rule will be taken including initiating disciplinary action. In addition to the delinquent govt. staff, action against Controlling Sectional Head will also be initiated.

The above instructions should be strictly adhered to by all concerned.

  
**(Pankaj Asthana)  
Member(Admn)**

To  
All concerned

Copy to:

IT Section:

- (i) IT Section will also submit weekly report of attendance on bio-metric machine, to the undersigned. Attention:DD(System)
- (ii) To upload it on DUSIB website

Admn.Section:

To upload on e-office Notice Board and monitor

*At Upload*  
*Pankaj Asthana*  
*15/9/16*