

Delhi Urban Shelter Improvement Board  
Govt. of NCT of Delhi  
(Administration Branch)

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Civil Lines, Delhi-110054  
Phone no. 011-23814305

No. Dy. Dir (Admn)/2016/D-17

Date: 18/01/2016

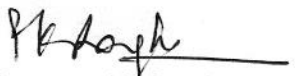
CIRCULAR

It has been observed that number of employees have made it a habit to report late to work in the morning and leave office before time in the evening which has been viewed seriously by the higher authorities. Instructions have been issued from time to time with regard to the need to observe punctuality in DUSIB.

In this connection attention is invited to Rule 3(1)(ii) of CCS(Conduct)Rules, 1964 which stipulates that every Government Servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government Servant and disciplinary action may be taken against such a Government Servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels.

All Employees are hereby instructed to strictly adhere to the office timing and punctuality in the office, failing which strict action would be initiated against the erring official in accordance of rules.

All branch heads shall ensure the strict compliance of the above instructions to maintain highest level of disciplinary standards.

  
Director (Admn)

All Concerned

Copy to:-

Ps to CEO for kind information of CEO, DUSIB

Member (Admn /Finance/Engineer/Power)/CVO

Chief Engineer

All Directors/SEs

FA/BFO/DCAs

All branches heads-Dy. Directors/Ex. Engineers