

OFFICE OF THE CHIEF EXECUTIVE OFFICER
DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVERNMENT OF NCT OF DELHI
PUNERVAS BHAWAN,
I.P. ESATE, NEW DELHI- 110 002

No: PS/CEO/DUSIB/2013/D- 12

Dated: 24th Jan., 2013

ORDER

It is noticed that some of the employees are habitual late-comers. The late arrival not only disrupts the office work but also causes inconvenience to public. Therefore, we have to ensure that all employees of DUSIB maintain punctuality in office.

All employees are directed to strictly adhere to the office timings. One half Casual Leave will be deducted for every 15 minutes late arrival. Those who are found to be habitual in late arrival or early leaving the office, disciplinary action will be initiated.

All sectional/divisional heads are directed to intimate the names of the late coming/not reporting for duty employees **by 9:30 to Director (Admin) at Fax No: 23370965 or email at : delhishelter@gmail.com.** Director (Administration) shall compile the names of the late comer or non reporting employees by 10:0 and submit to CEO through Member (Administration).

This must be strictly complied.

dy 24.01.2013
(Amar Nath)
Chief Executive Officer, DUSIB
O/C

To

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Mem(Admn)
Mem(Fin)
CE(I) & (II)
All Directors
All SEs
All Dy Directors
All Executive Engineers