

**URGENT
OUT TODAY**

DELHI URBAN SHELTER IMPROVEMENT BOARD
OFFICE OF THE CHIEF EXECUTIVE OFFICER
PUNARWAS BHAWAN, I.P.ESTATE
NEW DELHI - 110 002

No. PS/CEO(DUSIB)/2014/D- 35

Dated: 20/01/14

CIRCULAR

It has been observed that many employees do not mark their attendance on Bio-Metric system while some others come quite late. No action is being taken against the late comers. It is the responsibility of the Branch In-Charge to ensure that all employees mark their attendance. It appears that attendance is not monitored because some of the Branch In-Charges themselves and some senior officers do not come on time.

Henceforth, all employees/officers including gazetted officers shall mark their attendance bio-metrically. All employees/officers who have not enrolled for bio-metric attendance should enrol by 23.01.2014. For this purpose they may contact Sh. V.P. Kashyap, Dy Director(IT).

The office timings in all offices of DUSIB are 09.30 A.M. to 06.00 P.M. from Monday to Friday. The timings in Field Offices are 10.00 A.M. to 5.00 P.M. from Monday to Saturday.

In a month three late attendance may be permitted up to 10.00 A.M. Half day casual leave will be deducted on exceeding 3 permitted late attendance. Disciplinary action will be taken against habitual late comers.


(Amar Nath)
Chief Executive Officer

To

1. Member (Admn)
2. Chief Engineer (I) & (II)
3. All Directors
4. FA
5. All Deputy Directors/DCA I,II,III/BFO/Law Officer
6. All Supdtt Engineers
7. All Executive Engineers (Civil & Elect)
8. Office copy /Guard file/ **NOTICE BOARD**