

**Delhi Urban Shelter Improvement Board**  
**Govt. of NCT of Delhi**  
**Office of Member (Administration)**

No. PA/Member (Admin)/DUSIB/2019/A-59

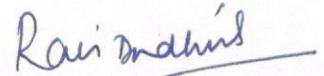
Dated: 27.6.2019

**Office Order**

It has been observed that there is laxity at the level of officers in timely attending the Office. This is resulting in a growing culture / habit of late attendance of subordinate staff as well. DUSIB is a significant public service department especially for economically weaker sections' people, who may be daily wage earners and non availability of officers causes lot of hardships to them.

The officers up to the level of Dy. Director / Executive Engineers and equivalents are hereby directed to be present in their seat within the time. In case of any late arrival they have to inform their respective higher officers well in advance.

Surprise checking will also be carried out by Administration as well as Vigilance branch to ensure the punctuality. Habitual offenders will be shortlisted and appropriate action will be instituted against them. The monitoring from biometric devices installed at entrance of offices will also be ensured for punitive action.



(Ravi Dadhich)

Member (Administration)

Distribution:

1. All Chief Engineers
2. All Directors / all SE's
3. B&FO
4. All Dy. Directors / Executive Engineers / all DCA's / Law Officer
5. DD (IT) to monitor the attendance and refer the reports to Director (Admin.)
6. Office copy.

Copy for kind information to:

- CEO