

DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT OF NCT OF DELHI  
ADMINISTRATION BRANCH

No. GA/1076/20/Admn/2019/D- 953

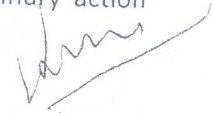
Date: 17/12/19

CIRCULAR

It has been observed that some of the officials are not adhering to the office timings. It is also observed that staff members are coming late, leaving Office early without proper authorization. Biometric Attendance System (BAS) installed at various sections should be used for marking the attendance by the staff/officers already enrolled in BAS. **All the officers and officials who have not yet been got enrolled must get themselves enrolled in the system by 18.12.2019.** They must immediately contact Dy. Director (Systems) for the same.

Every employee should mark their attendance as per the timing given below:

1. The timing for the lunch break will be between 13:30 Hrs and 14:00 Hrs. The half-an-hour time-limit for lunch break must be scrupulously observed not only by the subordinate staff but also by Supervisory Officers.
2. Hence, all employees are hereby informed that Office timings should be strictly adhered to. Every employee is expected to be in seat and to start work at the prescribed opening hours. Five minutes grace time may be allowed in respect of arrival time to cover any unforeseen contingencies. Such late coming (within the grace time) may be condoned unless it becomes matter of frequent recurrence.
3. Further, it is also informed that as per rules, Half-a-day's casual leave should be debited to the Casual Leave account of an employee for each late attendance, but late attendance upto an hour, on not more than two occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action will be taken against the employee concerned in addition to debiting half-a-day's casual leave if he/she is persistently/habitually attending late or leaving early.
4. Unauthorised leave/late coming will result in deduction of salary.
5. If any office/ official is unable to register to his/her attendance due to any technical problem, the same may be immediately brought to the notice of the Deputy Director (System).
6. In case of outsourced staff, the shortage is mandatory duty hours in week/ month shall result in deduction in reimbursement of monthly wages on pro-rata basis or as may be decided by the Competent Authority on case to case basis.
7. If monthly reports generated depict any objectionable routine, disciplinary action will be initiated against those staff.

  
Director (Admn)

Distribution:

1. All Officers/ Officials/ staff working in DUSIB. DD (IT-I)
2. Dy. Director (System) with the request for uploading the same on DUSIB official website.
3. Office copy/ Guard file.

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