

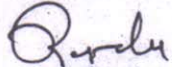
Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
G-1, Vikas Kuteer, I.P. Estate, New Delhi-110002
(Vigilance branch)

No:VG/1204/106/Misc./DUSIB/2021/D- 485

Date: 16/6/22

CIRCULAR

01. It has been observed that number of employees have made it a habit to report late to work in the morning and leave office early in the evening which has been viewed seriously by the CEO, DUSIB as CEO observed during the course of inspection of the premises, at around 11.00 AM on 09.06.2022. Instructions have been issued from time to time with regard to the need to observe punctuality in DUSIB.
02. 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.
03. All Employees are hereby instructed to strictly adhere to the punctuality instructions failing which strict action would be initiated against the official concerned in accordance of CCS (Conduct) Rules and other rules on the subject.
04. Further, all branch heads shall ensure the strict compliance of the above instructions meticulously, so as to maintain the highest level of disciplinary standards.
05. Surprise visit by the concerned Director and other officers to the branch concerned will be helpful in ensuring that the attendance is regular and that there is no pendency of work and that efficiency, neatness and tidiness are generally maintained. Further, all section heads are directed to ensure that the staff working under them is attending the office on time concerned DD, EE should invariably put their signature on attendance register as token of checking.
06. From 10.06.2022, at 10.00 AM, all attendance register shall be brought to the office of CEO. Thereafter, list of officials, who have not marked their attendance, shall be drawn for disciplinary action under the said conduct rules.


Director(Vig.)

Distribution:

- 01.Ps to CEO for kind information of CEO, DUSIB
- 02.Member (Admn/Finance/Engineer)/CVO
- 03.Chief Engineer-I, II, Elect.
- 04.All Directors/SEs
- 05.FA/BFO/DCA's
- 06.All Dy.Directors
- 07.All Ex.Engineers

Ab. Singh

Sh. Singh

Ab. Singh

17.6.22

Diary No. 401 (012845)
Date 17/6/22
Computer Division (DUSIB)
Govt. of NCT of Delhi