

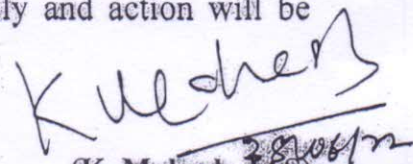
Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
G-1, Vikas Kuteer, I.P. Estate, New Delhi-110002
(Vigilance branch)

No: VG/1204/106/Misc./DUSIB/2021/D-592

Date: 28/6/22

Circular Re: Office Attendance

01. In continuation to this office circular no. VG/1204/106/Misc./DUSIB/2021/D-485 dated 16.06.2022, it has been observed that the concerned sectional heads are not marking their signature on the attendance register. Hence, all the sectional heads may invariably put their signature on attendance register as token of checking on daily basis.
02. Regular attendance checking is being done in compliance and list of absentees are being reported to CEO, DUSIB w.e.f. 10.06.2022 at DUSIB HQ located at I.P. Estate on daily basis. It is, therefore, directed that similar attendance checking in Circle/divisional/zonal and offices located at different locations including Tis Hazari Court, Vikas Bhawan-II & IHC be done on daily basis. Therefore, the concerned CE, SE, Director(JR), Director(Rehb.) & Director(law) shall ensure that staff working under their control located at different offices should attend office on time in the morning and leave office on closing hours only. List of absentees found during said checking must be reported to CEO, DUSIB on daily basis for further action/order in the matter.
03. It has also been noticed that officials having field assignment marked OD (Out Door) in attendance register in advance. It is hereby directed that all officials who have been assigned any field work must attend their respective office first in morning, and then move out mentioning the details of assignment with location etc. in movement register being maintained in the branch and they must return back to office by 5.45 PM to mark attendance at the time of leaving office.
04. Further, it is also informed that surprise checking may be conducted by vigilance & senior officers including Member & CEO, DUSIB any time during office hours and action will be taken against officials found absent during said checking.
05. Hence, all concerned shall strictly adhere to instructions issued from time to time. Any laxity in this regard shall be viewed seriously and action will be initiated under applicable rules.


(K. Mahesh, IAS)
CEO, DUSIB

Distribution:

01. Member (Admn/Finance/Engineer)/CVO
02. Chief Engineer-I, II, Elect.
03. All Directors/SEs
04. FA/BFO/DCAs
05. All Dy. Directors
06. All Ex. Engineers

Diary No. 463
Date 28/6/22
Computer Division (DUSIB)
Govt. of NCT of Delhi