

**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-681

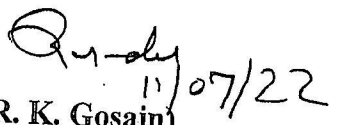
Date: 12/7/22

**Circular Re: Office Attendance**

01. In continuation to this office circular no. VG/1204/106/Misc./DUSIB/2021/D-485 dated 16.06.2022 and D-592 dated 28.06.2022, it has been observed that the punctuality of staff has been improved to a great extent in compliance to orders of CEO, DUSIB for regular attendance checking however, it is to be streamlined further by involvement of branch head as well as individual officials through their commitment to the work for the enhancement of image of DUSIB.
02. It has been observed that most of the sectional heads are not marking their signature on the attendance register. CEO, DUSIB has taken a serious view in this regard. If the sectional heads does not involve him/her in regular monitoring of attendance and performance of officials working under their control, the purpose of regular attendance checking will be defeated. Hence, all the sectional heads shall ensure that the staff working under their control is regularly attending office in time in the morning and leaving office in the evening at the closing time and during the office hours putting sincere efforts on assigned work to strengthen/streamline the system. Sectional head shall also invariably put their signature on attendance register on daily basis.
03. It has also been noticed that the attendance column left blank however, the staff is reportedly on leave of some kind. All sectional head shall ensure proper marking in attendance column. Further, prior approval of Leave of any kind is preferably required however, in exigencies or unavoidable circumstances, sectional head shall authenticate the absence with reasonable ground and mark the same in attendance register.
04. Field staff is appears to adhering to instruction issued on 28.06.2022 as nothing adverse noticed in regular attendance checking. However, it is advised that before leaving the office for any kind of field duty assigned to them, the official shall mark the same in movement register being maintained in the branch and sectional heads shall ensure authentication.
05. Further, sectional heads of circle/divisional/zonal offices etc. which are located at different locations are required to provide absentee reports to the office of CEO, DUSIB in accordance of instructions issued earlier. Hence, the concerned CE, SE, Director(JJR), Director(Rehb.) etc. are once again requested to ensure that staff working under their control 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 the office of CEO, DUSIB on daily basis for further action/order in the matter.
06. 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.
07. This issues with the prior approval of Competent Authority.

**Distribution:**

01. PS to CEO, DUSIB for kind information of CEO, DUSIB.
02. Member (Admn/Finance/Engineer) for kind information.
03. Chief Engineer-I, II, Elect.
04. All Directors/SEs
05. FA/BFO/DCAs
06. All Dy. Directors
07. All Ex. Engineers
08. Dy. Director(System) to upload in DUSIB website.

  
**(R. K. Gosain)**  
**Director(Vig.)**

Diary No. SS3  
Date: 12/7/22  
Computer Division (DUSIB)  
Govt. of NCT of Delhi