

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(ADMINISTRATION BRANCH)**

No. DD(Admin)/DUSIB/2022/D-890

Date: 01-12-2022

CIRCULAR

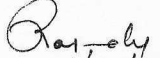
This is in continuation to earlier circular No. GA/1075/1/Admn./2016/D-779 dated 19.10.2022 regarding marking attendance on Bio Metric Machines, (Newly Installed) to observe discipline and punctuality in the office. However, it has been noticed that some of the officials are still not adhering to discipline and punctuality in the office and are coming late, leaving office early without proper authorization. Biometric Attendance System (BAS) installed at various office premises/sections should be used for marking the attendance by the staff/officers already enrolled in BAS. If any official has not enrolled himself/herself, he/she should get themselves enrolled within 03 days of issue of this circular. If at any stage, it is noticed that any official has not enrolled himself/herself, strict disciplinary action will be taken against him/her. The marking of attendance in Biometric Attendance System (BAS) will be mandatory w.e.f 12.12.2022.

Every official should follow the following instructions reg-punctuality :

1. The normal hours of attendance at Head Quarter is 9.30 am to 6.00 pm and 10.00 am to 5.00 pm in respect of divisions and every officials is expected to be present in the office at scheduled hours.
2. 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.
3. It may be informed that arrival beyond 10.30 am on three occasions, half day casual leave shall be deducted. Similarly leaving office early in the evening before 5.30 pm on three days shall be counted as half day casual leave. Also, arrival in the office any day after 11 30 am and departure any day before 4.00 pm will be counted as half day Casual leave for the day.
4. It is also emphasized that each official has to put in 40 Hrs. of work time for the 5 day week. Further, if any official arrives late in the morning, he/she has to compensate for the late arrival by working in the evening, beyond the normal office hours of departure. This could however be done with the prior knowledge and permission of the branch Supervisor.
5. The staff of Head Quarter is hereby again directed to reach office every day before 9.40 A.M and not leave before 6.00 P.M. Similarly, Divisional Staff should reach office by 10.10 am and not leave before 5.00 pm Habitual late attendance will be viewed as violations of conduct rules and disciplinary action will accordingly be taken against such of Government servant.
6. If any officer/official is unable to register to his/her attendance due to any technical problem, the same may immediately be brought to the notice of the Deputy Director (System).
7. The physical attendance marking in the respective Attendance Register will also remain in force.

Disciplinary action will be taken against habitual late comes.

This issues with prior approval of the Competent Authority, i.e. CEO, DUSIB.


01/12/2022
(R.K./Gosain)
Director (Admn.)

DISTRIBUTION :-

1. All Concerned. DD(System)
2. Notice Board.

Diary No. 1349 DD(Sy)DIP
Date 2/12/22
Computer Division (DUSIB)
Govt. of NCT of Delhi

u/s