

दिल्ली शहरी आश्रय सुधार बोर्ड
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
(प्रशासन शाखा)

No.GA/1076/20/Admn/2023/D- 858

Date: 12.11.2023

CIRCULAR

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 Instructions have been issued from time to time with regard to the need to observe punctuality in DUSIB. 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 been got enrolled must get themselves enrolled in the system.

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 Servants. It is also added that punctuality in attendance is to be observed by Government Servants at all levels.

All officers/officials/DEOs who are found absent or come late, their name will be displayed on the Notice Board day to day basis.

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 applicable.

Further, all branch heads shall ensure the strict compliance of the above instructions meticulously so as to maintain highest level of disciplinary standards.

This issues with prior approval of CEO(DUSIB).

प्रधान निदेशक (प्रशासन)

Distribution:

1. PS to CEO(DUSIB) for information of latter.
2. PS to Member(Admn/Fin./Engi.) for information of latter.
3. All Officers/Officials/staff working in DUSIB.
4. Dy. Director(System) with the request for uploading the same on DUSIB official website.
5. Office copy/Guard file.

Sh. Anoop / 14.11.23. 14.11.23

Sl. No. 10/11/23
Date 14/11/23
Computer Division (DUSIB)
Govt. of NCT of Delhi