

दिल्ली शहरी आश्रय सुधार बोर्ड
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार

NO. DD(Admn)/DUSIB/23/0-996
(प्रशासन शाखा)

DA. 08/12/23

CIRCULAR RE: OFFICE ATTENDANCE

1. In continuation of earlier circulars on punctuality from time to time. Regular attendance checking is being done in compliance to directions of CEO, DUSIB and list of absentees are being displayed on notice board on daily basis at DUSIB(HQ) located at I.P.Estate. It has been observed that the punctuality of staff has been improved a little 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.
2. 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 heads shall also invariably put their signature on attendance register on daily basis and ensure punctuality of staff working under them.
3. All sectional heads shall ensure proper marking in attendance exigencies or unavoidable circumstances, sectional head shall authenticate the absence with reasonable ground and mark the same in attendance register.
4. It is also directed that field staff who have been assigned any field work must attend there respective office first in the morning, and then move out mentioning the details of assignment with location etc. In movement register being maintained in branch and sectional heads shall ensure authentication.
5. Sectional heads of circle/divisional/zonal offices etc. and branches which are located at different locations other than DUSIB HQ are also required to adhere to punctuality instructions. Hence, the Engineering, JJR, Rehabilitation branch heads shall 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 displayed at the notice board on daily basis and take actions as per applicable rules
6. Surprise visit by Senior officers to the branch/circle/zone/division concerned will be helpful in ensuring the attendance is regular and that there is no pendency of work and that efficiency, neatness and tidiness are generally maintained.
7. Further, it is also informed that surprise checking may be conducted by Administration and Vigilance including Senior officers any time during office hours and action will be taken against officials found absent without proper authentication during the said checking.
8. Hence all concerned shall strictly adhere to instruction issued from time to time. Any laxity in this regard shall be viewed seriously and action will be initiated under applicable rules.
9. This issues with the prior approval of Competent Authority.

प्रधान निदेशक (प्रशासन)

Distribution:

1. PS to CEO(DUSIB) for information of latter.
2. PS to Member(Admn./Fin./Engg.) 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.

AD (System)

M. upload

11/12/23

Programmer

Diary No. 109/AD(CT)IP
Date 8/12/23
Computer Division (DUSIB)
Govt. of NCT of Delhi