

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

No.GA/1076/94/Admn/Misc/2023/D- 40

Date:12.01.2024

CIRCULAR RE: OFFICE ATTENDANCE

1. This is in continuation of earlier circulars on punctuality from time to time. In the weekly review meeting chaired by the CEO, DUSIB, punctuality of staff remains in agenda of utmost importance. In compliance of the directions to strictly monitor the attendance of the staff regular attendance checking is being done and list of absentees is being displayed on notice board on daily basis at DUSIB HQ located at I.P.Estate. However, it has been felt that the desirable results in this direction can not be achieved without active involvement of the Controlling Officers of branches/sections.
2. In order to further streamline the attendance of the staff members the identification of habitual late comers and/ or officials leaving office early without the consent or knowledge of the Controlling Officer is the succeeding step and requires regular inputs from the controlling officers, Admn. Branch and Vigilance Branch.
3. It has been observed that most of the sectional heads are taking the punctuality in a very casual manner. If the sectional heads do not involve themselves 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 check attendance register on daily basis and ensure punctuality of staff working under them. Sectional Head shall also maintain CL register in the branch and deduct casual leave for late coming in accordance and to the extent of leave rules applicable. (guidelines extract overleaf for ready reference)
4. It has also brought to the notice of higher authorities that officers and officials who have to attend field duties in short notice or need to visit site directly from home in the morning may be allowed to mark biometric attendance after attending the site or field. Keeping in view the profile of field duties and their presence required in JSCs, night shelters during winter action plan, it has been advised that memo/Show cause notices may not be issued in such cases till it is reviewed on 28 feb 2024 however, Respective controlling officers of branches/divisions shall ensure that officials are genuinely attending field duties as per assignment of work and they should also authenticate their visit of field duties in movement register / site register being maintained for the purpose and the same may be made available to Sr. officers /Administration or Vigilance during the the surprise checking of attendance.
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 action of deducting casual leave for late coming in accordance of extent leave rules applicable.
6. 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. During the process of surprise checking, habitual offenders' i.e. habitual late comers and/or officials leaving office early will be identified and their details will be submitted to higher authorities for appropriate punitive action as per rules.
7. Hence all concerned shall strictly adhere to these instructions. Any laxity in this regard shall be viewed seriously and action will be initiated under applicable rules.
8. This issues with the prior approval of Competent Authority.

Diary No. 19 DD (FD) / P
Date 15.1.2024
Computer Division (DUSIB)
Govt. of NCT of Delhi


उप. निदेशक (प्रशासन)

Relevant portion from Swamy's Establishment and Administration

1. Half-a-day's casual leave should be debited to the casual leave account of a Government servant for each late attendance but late attendance up to an hour, on not more than two occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action may be taken against the Government servant concerned in addition to debiting half-a-day's casual leave if he is persistently/habitually attending late.
2. Administrative Authorities should see to the enforcement of punctuality and supervisory officers should be very particular in scrutinizing the attendance registers.
3. Surprise daily checks may be carried out in one or two sections under the direct supervision of a senior officer.
4. The half an hour time-limit for lunch break must be scrupulously observed not only by the subordinate staff but also by the Supervisory Officers and periodical surprise checks should be made to ensure this.
5. The Ministries/ Departments and other Government Offices should ensure punctuality in attendance and strict observance of the half an hour lunch recess in the offices under their control. IT should be ensured that the prescribed working hours in offices are strictly adhered to by all and the officers and staff do not overstay the prescribed lunch break. Habitual non-observance of scheduled hours for attending office is highly objectionable and will amount to lack of devotion to duty, thus attracting Rule 3 (1) (ii) of the Central Civil Services (Conduct) Rules, 1964.
6. The case of a Government servant who leaves office early without permission before the time for closing of office should also be treated like late attendance and half-a-day's casual leave should be debited to the CL account for each such early departure from office.

Action to be taken for late-coming when no causal leave is at credit. If an official who has no casual leave to his credit comes late without sufficient justification and the administrative authority concerned is not prepared to condone the late coming but does not, at the same time, propose to take disciplinary action, it may inform the official that it will be treated as unauthorized absence for the day on which he has come late and leave it to the official himself either to face the consequences of such unauthorized absence or to apply for earned leave or any other kind of leave due and admissible for the entire day. The same may be sanctioned by the competent authority.

DD (IT) with request to upload in
DUSIB website please.

AD (IT)
15/11/24
DD (IT)

Programmer
15/11/24

12/1/2024
DD (A)