

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

No.DD/Admn/2025/D-154

Date: 03.02.2025

CIRCULAR: OFFICE ATTENDANCE

This is in continuation of earlier circulars issued on punctuality from time to time. It has been observed that most of the controlling officers/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.

The sectional heads must ensure that the staff under their control is following proper office timings and marking attendance also through Biometric System (BAS).

The Administration branch has been sending letter on monthly basis to the concerned controlling officers as per BAS report to ensure the punctuality of staff under their control and actions to be taken in the case of defaulters with the approval of Competent Authority, DUSIB, but in this regard no compliance report w.r.t. action taken on defaulters received properly/regularly in Administration Branch.

Further, it has been observed that punctuality in circle/divisional/zonal offices etc. and branches which are located at different locations other than DUSIB/HQ is not being maintained as has been revealed through BAS. Ex. Engineer being divisional head may 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 CL for late coming in accordance and to the extent of leave rules applicable and compliance report must be forwarded to Administration Branch on monthly basis.

Slary No. 375 990111010
Date. 04/02/25
Computer Division (DUSIB)
Govt. of NCT of Delhi

Assistant Director level officers are not marking attendance On attendance register. Hence, all Assistant Directors are directed to ensure to mark attendance in attendance register.

All sectional heads of DUSIB are advised to actively participate in maintaining punctuality, discipline and decorum in the office and send compliance report on monthly basis regularly to the Administration Branch.

It is informed that surprise checking may be conducted by 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.

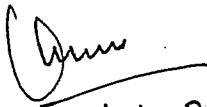
The above instructions have been issued with the prior approval of Competent Authority (DUSIB).


Pr. Director (Admn.)

Distribution:-

1. PS to CEO (DUSIB) for information to CEO (DUSIB).
2. PS to Member (Admn./Engg./Fin. for information to Member (Admn).
3. All sectional heads, DUSIB.
4. Dy. Director (System/IT) with the request to upload on DUSIB official website portal.
5. Office copy/Guard file.

AD(IT)


5/3/25


Programmer
5/3/25