

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

No.GA/1076/94/Admn/Misc/2023/D-1130

Date: 14/8/25

CIRCULAR

Sub: Observance of Punctuality and Biometric Attendance in HQs and Field Offices-reg.

All officers and staff of DUSIB are hereby informed that it is mandatory for every employee to mark their daily attendance through the Biometric Attendance System (BAS). Despite several instructions and circular issued in the past, instances have been noticed where some officials are not adhering to the directive and are reporting late or leaving early without valid reasons. Deductions of casual leave or leave for late coming is not being taken seriously by the staff.

The office timings in all offices of DUSIB are 09.30 AM to 06.00 PM from Monday to Friday and in Field Offices are 10.00 AM to 05.00 PM from Monday to Saturday. Lunch break is from 01:30 PM to 2:00 PM and must not exceed 30 minutes.

It is the responsibility of the Branch In-Charge to ensure that all employees mark their attendance through BAS. Arriving after 9:50 AM or leaving before 5:40 PM on three occasions in a month will result in half-day Casual Leave. Arrival after 11:00 AM or departure before 5:00 PM on any day will also be treated as half-day Casual Leave. Surprise checks may be done, and full-day leave will be deducted for violations.

Officials going on field duty must first report to the office to mark attendance and record movement. Only in urgent cases, with prior approval, can they go directly to the site.

Non-enrollment in BAS or repeated violations will lead to disciplinary action as per CCS (Conduct) Rules.

This issues with the approval of CEO,

(Signature)

प्रधान निदेशक (प्रशासन)

Distribution:-

1. PS to CEO (DUSIB) for information please.
2. PS to Member (Admn./Engg./Finance for information please.
3. All sectional heads of circle/divisional/zonal offices/branches etc.
4. Dy. Director (System) with the request for uploading the same on DUSIB official website immediately.
5. Office copy/Guard file.

Diary No. 899 DDC27/18  
Date: 18/8/2025  
Computer Division (DUSIB)  
Govt. of NCT of Delhi

ASO(17)

19/8/25

19/8/25

Programmer