

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

No.GA/1076/94/Admn/Misc/2023/D-348

Date: 22.04.2026

CIRCULAR

**Sub: - Installation and use of Biometric Attendance System in DUSIB, GNCTD.**

In pursuance to Circular vide No.F.16/23/AR/Biometric/2026/728-820 dated 08.04.2026 issued by AR Department, GNCTD under signature of Dy. Secretary, on the above cited subject. In this connection, to ensure punctuality and proper attendance, all officers/officials of DUSIB shall ensure the following:-

- All Officers/Officials shall be registered on the Biometric Attendance System.
- All Officers/Officials shall mark their attendance through the Biometric Attendance System.
- Heads of Department shall regularly monitor attendance of Officers/Officials and ensure punctuality in their respective department.
- In case of late coming, early leaving, or not marking attendance, suitable action shall be taken against the concerned Officers/Officials.

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

DD(17)

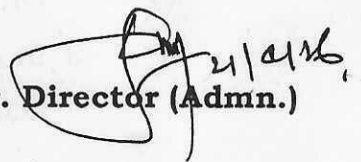
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Diary No. 12-282 DD(17) (P)  
Date: 22/4/26  
Computer Division (DUSIB)  
Govt. of NCT of Delhi

All the Sectional Heads/Divisional Heads/Circle Heads/Section In-charges are directed to follow the above mentioned instructions to ensure punctuality in view of Circular dated 08.04.2026 and the Section-Heads should also ensure that they are self-disciplined and punctual in attendance as well as staff working under them do not reach the office late, overstay during the lunch break and also not leave office before time. If any employee or any section violates the norms regarding punctuality in attendance, discipline and decorum of the office then the section's head are required to intimate the Administration Branch in writing about such employees so that disciplinary action may be taken against them as per rule.

All branch officers will also conduct surprise checks. Strict action will be taken against those who are found to be habitual in breaking discipline. All the Section In-charges and staff are advised to observe the office timing scrupulously without any room for disobedience and in case of violation of these instructions coming to notice, a serious view shall be taken against such officers/officials and action shall be initiated under the provisions of Rule3(1)(ii) of CCS(Conduct) Rules, 1964.

This issues with the approval of CEO, DUSIB.

  
Pr. Director (Admn.)

Distribution:-

1. PS to CEO (DUSIB) for information to CEO, DUSIB.
2. PS to Member (Admn./Engg./Finance for information to Member(Admn).
3. All Pr. Directors/DCA-I/II/Chief Engineer, DUSIB
4. All Sectional Heads of Circle/Divisional/Zonal Offices/Branches etc.
- ✓ 5. Dy. Director (System) – to upload on DUSIB official website.
6. Office copy/Guard file.

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all 23/4/2026 done to the