

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(LABOUR DEPARTMENT)
5-SHAM NATH MARG, DELHI-54**

No. F-1/31/653/LC/Estt/Punct./2010/ 1335

Dated :- 20/6/10

CIRCULAR

Biometric Attendance Machine has been installed in the HQ, 5-Sham Nath Marg Delhi-110054. All officers/officials posted in HQ are requested to mark their presence/attendance through the installed Biometric Attendance Machine at the time of arrival and departure, so that punctuality for attending and leaving the office, could be ascertained.

Further, it is also mentioned that official time is 9:30 AM to 6:00 PM except Saturdays/Sundays/Holidays. Relaxation of 10 Minutes has been given in the morning. It means officers/officials who will attend the office after 9:40 AM will be treated as late comers.

Leave will be deducted against late comers as per rules. This is also applicable in that case if any Govt. servants who leaves office early without permission before the time for closing of office i.e. 6:00 PM. Such Officers/Officials will also be treated as absence from duty. Accordingly leave will be deducted as per rules against such Govt. servants also. In the case of habitual defaulters action will be taken as per rules.

Therefore, for smooth functioning of the official work all concerned are advised to comply above given directions.

This issues with the prior approval of Head of the Department.

S. K. Nigam

(S. K. NIGAM)

Asstt. Labour Commissioner (HQ)

No. F-1/31/653/LC/Estt/Punct./2010/ 1335

Dated :- 21/6/10

Copy forwarded for information and necessary action to :-

- 1 PS to LC, (HQ) 5-Sham Nath Marg, Labour Department, Delhi.
- 2 PA to Special Commissioner (Labour), 5-Sham Nath Marg, Labour Department, Delhi.
- 3 PA to JLC- II, / DLC (HQ) 5-Sham Nath Marg, Labour Department, Delhi.
- 4 All Branch Incharges. HQ 5-Sham Nath Marg, Labour Department, Delhi.
- 5 A.D.(Plg.)/EDP Cell, for updation on the web site of Labour Department.
- 6 Guard File

S. K. Nigam

Asstt. Labour Commissioner (HQ)