

Government of National Capital Territory of Delhi
Office of the Labour Commissioner
5, Sham Nath Marg, Delhi.

F.No.1/31/653/LC/Estt./Punch./10/3471

Dated: 9/11/10

CIRCULAR

It is to inform that a surprise punctuality was conducted by the A.R. Deptt. of Govt. of NCT of Delhi in Head Quarter of this deptt. on 03.09.2010, therein it was found that percentage of late comers/absentees was 46%. Worthy Secretary(Labour) as well Labour Commissioner have viewed it seriously. To check the high percentage of absentees/late comers for future worthy Secy.(Labour) has directed that a system of carry out surprise checking by Senior Officers of this Deptt. must be introduced for improving punctuality and also desired that all staff members should also be marked their attendance alongwith time of arrival/departure.

All DLCs/Branch In charges of this department are hereby informed to ensure compliance of the above given directions by the officers/officials who are working under their supervision. Further, DLCs/Branch Incharges of this department may also ensure that all officers/officials working under their supervision have got their Identity Cards for marking their presence through Biometric Attendance Machine, where such machines have already been installed.

To carry out Surprise checking pertaining to the Punctuality at the level of Head Quarter and district level, name of the designated officers are as under:-

<u>LEVEL</u>	<u>OFFICER DESIGNATED</u>
(i) Head Quarter	Asstt. Labour Commissioner(Admn.)
(ii) All Distt. Offices	Concerned Dy. Labour Commissioner

S.K. Nigam

(S.K.NIGAM)

Asstt. Labour Commissioner(Admn.)

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Copy forwarded for information and necessary action to:-

1. PA to Secretary(Labour), Labour Department, Govt. of NCT of Delhi w.r.t. DO No. Secy Lab/PA/1343 dated 10.09.10.
2. PA to Labour Commissioner, Labour Department, Govt. of NCT of Delhi
3. PA to Spl. Commissioner(Labour), Labour Department, Delhi,
4. DLC(HQ)-I/II, Labour Department, Delhi,
5. All DLCs/ Branch In charges, Labour Department, Govt. of NCT of Delhi
6. Asstt. Programmer, EDP Cell, Labour Deptt. – with the request to upload this circular on the website of this department.
7. Guard file

S.K. Nigam

Asstt. Labour Commissioner(Admn.)