

**LAND & BUILDING DEPARTMENT
GOVERNMENT OF NCT OF DELHI
(VIGILANCE BRANCH)
VIKAS BHAWAN, NEW DELHI - 110002.**

No.F.5(19)/2011/L&B/Vig./ 1223

Dated: 19 | 12 | 12

C I R C U L A R

AR Department had conducted surprise punctuality checking on 1-11-2012 and observed that the overall percentage of late comers/absenteeism in the office was 30%, which is totally undesirable. During the checking in this department, it was also observed that the Branch In-charge is not checking the attendance register regularly in respect of the branch concerned and the officials are not marking the time of arrival and departure in the attendance register.

It has also been observed that Branch In-charge concerned are violating **circular already issued on 03-10-2012** by not following the instructions contained therein. This may lead to the conclusion with a reasonable ground to doubt the commitment of the officer concerned for gross or willful negligence.

All the Branch In-charge are directed for last and final time to follow the instructions contained in circular dated 03-10-2012 to maintain the attendance and punctuality of the staff and ensure that any official should not proceed on any kind of leave without prior sanction. They are further directed to complete CL/RH and Movement register in all respect and forward the same in Vigilance Branch by 17.12.2012.

It is also brought to the notice of the staff that attendance of the officers and officials will be checked regularly/randomly in the morning and evening session by vigilance branch and all staff is hereby directed to improve their punctuality and performance. **They will be under strict vigilance and in future, defaulters will be liable for appropriate disciplinary action.**



(VINAY KUMAR)

ADDITIONAL SECRETARY (L & B)

To

All DY. Secy./LA/DCA/Programmer/ All Branch Incharge- to bring the circular to the notice of staff members also for strict compliance.

No.F.5(19)/2011/L&B/Vig./

Dated

Copy to :-

1. PS to ~~Principal~~ Secretary, L&B Department, Vikas Bhawan, New Delhi.
2. PS to Additional Secretary, L&B Department, Vikas Bhawan, New Delhi.



(VINAY KUMAR)

ADDITIONAL SECRETARY (L & B)