

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LABOUR DEPARTMENT
5, SHAM NATH MARG, DELHI-54.

No.F.1/31/802/ LC/Estt./12/Pt. file/ 4598

Dated: 15/01/2014

To

1. Addl. Labour Commissioner/JLC (HQ),
Labour Department,
Delhi.
2. All Jt./Dy. Labour Commissioners of all Districts/
Branch Incharges,
Labour Department,
Delhi/New Delhi.

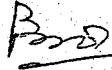
Sub:- Ensuring Punctuality in the offices of the Govt. of NCT of Delhi.

Sir,

I am directed to forward herewith the circular No. F.16/01/12/AR/12096-12252/C dated 30.12.2013 on the subject noted above received from Secretary (AR), Govt. of NCT of Delhi. It is requested that the contents of the enclosed circular may kindly be brought to the notice of all the officers/officials working under your control for ensuring punctuality in the offices.

Yours faithfully,

Encl.: As above



(B.S. THAKUR) 15.1.14.
DY. LABOUR COMMISSIONER
(ADMN.)
TEL-23967495

No.F.1/31/802/ LC/Estt./12/Pt. file/ 4598

Dated: 15/01/2014.

Copy forwarded to:

1. Secretary (AR), A.R. Department, Govt. of NCT of Delhi, 7th level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002 for information w.r.t. his circular No. F.16/01/12/AR/12096-12252/C dated 30.12.2013.
2. P.A. to Secretary-cum-Labour Commissioner, Govt. of NCT of Delhi, 5-Sham Nath Marg, Delhi-54.
3. DLC (CT)/ Caretaker, Labour Department, Govt. of NCT of Delhi, 5-Sham Nath Marg, Delhi-54 with the request to ensure whether the Bio-matric Attendance Monitoring System installed at HQ/ District Offices is functioning. The status report may please be sent to the undersigned within two (02) days so that Secy. -cum-LC could be apprised of the same. If the System is not functioning, necessary action may be taken expeditiously to get the same repaired and the system may be made operational/functional at the earliest.
4. System Analyst, Labour Department, Govt. of NCT of Delhi, 5-Sham Nath Marg, Delhi-54, with the request to upload this on the website of Labour Department.
5. Guard File.


15.1.14
DY. LABOUR COMMISSIONER
(ADMN.)
TEL-23967495

7287/LC
31/12/2013

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

No.F.16/01/12/AR/12096-12252/L

Dated: 30/12/13

To

1. All Principal Secretaries/Secretaries/ HODs, Govt. of NCT of Delhi
2. Heads of Local Bodies/Autonomous Bodies/Undertaking of Govt. of NCT of Delhi.

Sub: Ensuring Punctuality in the offices of the Govt. of NCT of Delhi.

Sir/Madam,

Punctuality drives conducted by AR Deptt. show that a number of officers/officials are coming late/absent without any permission. The late coming /absentism adversely affects the efficiency of the departments and delivery of services to people.

2. All Pr. Secretaries/ Secretaries/ HODs are requested to pay full attention to this aspect and monitor the attendance at their level regularly. They should inspect the offices themselves and also depute senior officers to conduct the punctuality drives in all the field offices and headquarters regularly. They should identify the habitual latecomers and initiate disciplinary action against them.

3. It is further requested that all the departments should install Bio-matric Attendance Monitoring System in their offices to closely monitor attendance and reduce absentism. It may also be ensured that the system functions properly and is web based to enable on-line monitoring of attendance from remote locations. A report regarding installing of Bio-matric attendance system may be furnished to AR Deptt. and the department should be provided access to the system for monitoring attendance in various offices.

11/11
S. Singh

one (A)
B. Singh
6.11.14

Yours faithfully,

(S.S. Yadav)
 (S.S. YADAV)
 SECRETARY (AR)
 PH: 23392413

Dated: 30/12/13

No.F.16/01/12/AR/12253-55/L

Copy to :-

1. Pr. Secretary to L G/CM
2. Secretary to Ministers
3. OSD to CS

11/11
4 Circulate
A. Singh

07/11
G. Singh

(S.S. Yadav)
 (S.S. YADAV)
 SECRETARY (AR)
 PH: 23392413