

DEPARTMENT OF HEALTH & FAMILY WELFARE  
GOVT. OF NCT OF DELHI, 9<sup>TH</sup> LEVEL, 'A' WING,  
DELHI SECRETARIAT, IP ESTATE,  
NEW DELHI-110002

No. 2(149)/H&FW/Admin./14/2189-90

Dated: 15/9/16

CIRCULAR

As all are aware, Delhi is undergoing an upsurge in cases of Dengue and Chikungunia.


It is, therefore, necessary that all officers, of Health & Family Welfare Department and allied institutions & services must attend to their duties diligently and arrive in office punctually. Officers and officials need to be prepared to work beyond office hours, in case of need. All leaves are hereby cancelled till further orders, in the public interest.

It has also been observed that in case a senior officer is on leave on account of any compelling personal reasons, subordinate officers and staff of the concerned branch also take their duties very lightly, often absenting themselves from the office without any formal or prior intimation. This tendency needs to be curbed strongly, particularly in the present circumstances.

All officers and officials of Health & Family Welfare Department and allied institutions and services are advised to observe punctuality in arrival in the office, and be willing stay back beyond office hours if the need arises. In case of any dereliction of duties, or of unauthorized absence, suitable administrative action will be taken immediately.

This issues with the approval of Competent Authority.

F.No 2(149)/H&FW/Admin./14/

 15/9/2016  
(Rashmi Krishnan), IAS  
Special Secretary (H&FW)

1. All HoDs/Directors of Institutions/Autonomous Bodies under H&FW, GNCT of Delhi.
2. All SS/AS/DS/JS/JD/OS of H&FW Dept., GNCTD.