

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
LABOUR DEPARTMENT  
5, SHAM NATH MARG, DELHI-110054**

No.F.1473/Misc./LC/Estt./09/ 872

Dated: 03/04/2019

**CIRCULAR**

Sub: Ensuring Punctuality in the office.

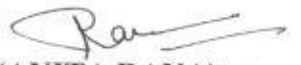
Instructions have already been issued from time to time with regard to the need to observe punctuality by Govt. Official/Officers.

To ensure punctuality in various Branches/Distt. Offices of Labour Deptt. and at Head Quarter, the code of punctuality is reiterated as under:-

- i. All officials and officers shall ensure punctuality in attending the office.
- ii. Ten minutes of grace period is allowed for late coming/early going in special circumstances beyond one's control. Though upto two such late comings/early goings in a month can be condoned on valid grounds, each late coming/early going is liable to result in deduction of ½ day CL and initiation of disciplinary proceedings for habitual late comers/early goers leaving office early from the prescribed office hours.
- iii. All Branch/Distt. heads shall observe and ensure punctuality. They will also keep up-to-date CL account of the officials working under them and check any overtaking of leave beyond permissible limit.
- iv. All the Branch/Distt. Incharges shall ensure that the total staff working under them is marking attendance in Attendance Register and in Bio-metric system also.

These instructions shall be followed strictly and all controlling officers shall invariably initiate disciplinary action against the officers/officials violating these instructions relating to punctuality in attendance under the CCS (CCA) Rules 1965.

This issues with the prior approval of the competent authority.



(ANITA RANA)

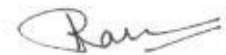
Dy. Labour Commissioner (Admn.)/H.O.O.

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Copy forwarded for information and necessary action to:-

1. P.A. to Secy-cum-Commissioner (Labour), Labour Department, Delhi.
2. P.A. to Addl. LC, Labour Department, Delhi.
3. All JLCs/DLCs/Branch Incharge of Labour Department, GNCT of Delhi.
4. System Analyst, Labour Department-with the request to upload this order in the website of the Department.
5. Guard File.



(ANITA RANA)

Dy. Labour Commissioner (Admn.)/H.O.O.