

	<p>DELHI JAL BOARD: GOVT. OF NCT OF DELHI OFFICE OF THE MEMBER (ADMINISTRATION) VARUNALAYA PHASE-II KAROL BAGH, NEW DELHI-110005 PHONE:- 011-23550955 E-mail:- mradmin.djb@nic.in</p>	
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F.No.589(20)/DJB/AC(W)/2020/

62419

Dated: 11.12.2020

CIRCULAR

SUBJECT: PUNCTUALITY.

It has been observed that some Officers/Officials (including Senior Officers) are not adhering to time schedule, while attending to their duties at HQ, which besides being violative of the extant instructions, is also counterproductive to organisational discipline and efficiency. This has been viewed seriously by the Higher Authorities.

It is, therefore, directed that all Officers/ Officials of DJB shall attend to their offices on time i.e. 09.30 am. Fifteen minutes grace may be allowed in respect of the arrival time to cover any unforeseen contingencies. Half-a-day casual leave should be debited to the casual leave account of the employee for each late attendance but late attendance upto an hour on not more than three occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action shall be taken against the Officer/Official concerned in addition to debiting half-a-day casual leave if he/she is attending the office late.

Non adherence to attending office in time shall be viewed seriously and appropriate action as deemed fit; will be initiated against the late comers under the CCS (Conduct) Rules, 1964.

J.P. Agrawal
11.12.2020
(J P Agrawal)
MEMBER (ADMIN.)

All Officers

J.P. Agrawal

Copy for kind information to:

1. PS to Chairman / PS to Vice Chairman
2. C.E.O./Member (Admn.)/(Fin.)/(WS)/(DR.)/CVO
3. All Directors/Addl. CEO/Secretary, DJB
4. All Chief Engineers/System Administrator/All S.Es
5. All Jt. Directors/Dy. Directors/Secy. to CEO
6. All ACs/L.O.(W)/CSO
7. EE (EDP)-with the request to upload the same on the website of DJB.



Please note for compliance of
for n.a at point 7 pl.

Jamir

MEMBER (ADMIN.)

~~AE-EDP~~

EE
15/12/20

Prog-I *AR*
15-12-2020