

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

F. 10(335)/Admn-I/2016/DSW/Estt/Pt-I 362-365

Dated: 5/8/2020

CIRCULAR

Sub: Regarding Punctuality in Office.

It is noticed that some of the employees are habitual latecomers. The late arrival disrupts the office work. Therefore, we have to ensure that all employees of Department of Social Welfare(HQ), maintain punctuality in office.

All employees are directed to strictly adhere to the office timing. Those who are found to be habitual latecomer or early leaving the office, disciplinary action will be initiated.

This must be strictly complied.


Section Officer (Admn-II)

To

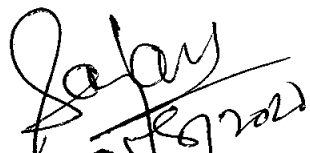
✓ Sr. System Analyst, DSW for uploading the circular on the Department website.

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Copy for information to:

- PA to Pr. Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
- PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
- Guard File.
- All Breh. (H&A) DSW.


Section Officer (Admn-II)

113/CC
6/8/20