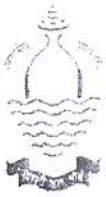



**STOP CORONA**

WASH YOUR HANDS, WEAR MASK, MAINTAIN SOCIAL DISTANCE

	<p><b>DELHI JAL BOARD: GOVT. OF NCT OF DELHI</b> <b>OFFICE OF ASSISTANT COMMISSIONER (W)</b> <b>VARUNALAYA PHASE-II, KAROL BAGH,</b> <b>NEW DELHI-110005.</b> <b>PHONE No: -011-23544796</b> <b>Email: - ac.water22@yahoo.co.in</b></p>	
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F. No. 609(21)/ DJB/AC (W)/2021/44143

Dated: 14.10.2021

78

**Subject: - Forwarding References/letters.**

Please find enclosed herewith the copy of letter(s)/order (s) as detailed hereunder for information and necessary action at the end of office(s) concerned.

Sl. No	Name of Department	Reference No. of letter/Circular	Subject
1	Additional Chief Secretary (AR), Administration Reform Department, 7 <sup>th</sup> Level, 'C' -Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.	F.No. 16/20/AR/2019/PT.III/4702-4893 dated 08.10.2021 issued by Additional Chief Secretary (AR), Govt. of NCT of Delhi.	Regarding Attendance Register System are not being carried out / maintaining regularly by the departments.

The above mentioned circular of Additional Chief Secretary (AR), Govt. of NCT of Delhi from Sl. No. (1) to (3) for strictly compliance by the concerned DDOs /Controlling Officers.

Encl: As above

  
(NEELAM KAPOOR)  
ASSTT.COMMISSIONER (W)

All DDOs/Controlling Officers

Copy for kind information to:-

1. PS to Chairman/Vice Chairman
2. CEO/Member (Admn.)/(Fin.)/(WS)/(DR)/CVO
3. All Directors/Addl. CEO/Secretary, DJB.
4. All CEs/ All ACs/Secretary to CEO
5. EE (EDP) Cell with request to upload this Circular on the DJB's website.

  
ASSTT.COMMISSIONER (W)




Bog I

26-10-2021  
AEE(EDP)

EE(EDP)

ACE (P) I

  
26.10.2021  
EE(EDP)  
Executive Engineer (EDP)

The instructions need to be adhered to by all officers posted in the EE(EDP) cell

EE (mopha) | EE(EDP)

25/10/21

Executive Officer  
2340/Board  
Date 11/10/21  
DELHI JAL BOARD

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7TH LEVEL, 'C' - WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI-110002

F.No.16/20/AR/2019/PT.III/4702-4893.

Dated: 08/10/2021.

CIRCULAR

It has been observed that Attendance Register System are not being carried out regularly by the departments which are necessary to keep track of late coming/absentees. Recently, punctuality drives conducted by A.R. Department has shown that the percentage of late comer/absentees is increasing in most of the department.

Further, the matter has been viewed very seriously by the Chief Secretary, Govt. of NCT of Delhi and it has been directed as under:-

- (1) Adopting an Attendance Register system for all the officers/officials working in the department till the time the Biometric system is not in place due to the existing pandemic guidelines.
- (2) Strictly adhering to the attendance register system and monitoring on regular basis.
- (3) It may also be advisable that the attendance Register may be signed in the presence of the Superior(s).

All the Heads of Department are requested to issue necessary directions for the same.

Asst. Commissioner (W)  
Jal Board  
Duty No. 1937  
Date 12/10/21

(RAAJIV YADUVANSHI)  
ADDITIONAL CHIEF SECRETARY (AR)

To

- 1. All Pr. Secretaries/Secretaries/HODs, Govt. of NCT of Delhi

Handwritten notes on the left margin: (A), (AEP), (W), 12/10/21, 13.10.21

Stamp: MEMBERS SECRETARIAT, Date: 11/10/21

Handwritten notes at bottom left: Sr. Satysoeen, Sr. Asstt, 13-10-21