

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NATIONAL CAPITAL TERRITORY
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-110 002
[ADMINISTRATION BRANCH]

No.F.10(285)/DSWAdmn-II/2020/ 15385-15452

Dated: .

14 JAN 2021

CIRCULAR

Punctuality is a wonderful trait of a person which is admired and respected. Observance of punctuality at the work place is more important because it is here that once get paid for the hours s/he puts in.

However, it has been noticed off late that the Officers/officials have made it a habit to arrive late to the office. While the office is scheduled from 9:30 AM to 6:00 PM at Head Quarter and from 9:30 AM to 5:00 PM in the field offices but generally staff walks in much after the reporting time.

Looking at this growing habit of coming late in the office, Director, Social Welfare has expressed her displeasure and has further directed all the Officers/officials to adhere with office timing.

Therefore, it has been decided to enforce the office timings strictly. All staff members are required to report the office at given above and marked their attendance in attendance register. If however, any person comes to the office after 30 minutes of given time he/she shall get a late mark and on 3 late marks, one day's salary shall be deducted. Concerned branch/office/institution incharge/s shall enforce the punctuality in their respective offices.

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Saujan Singh
Dy. Dir (ADMN.)

Dated:

14 JAN 2021

1. Branch Incharge/s HQ,
2. All District Social Welfare Officers
3. DDOs/HOs of all Institutions/MCUs
4. Sr. System Analyst with the request to upload the reference on website of DSW.
5. Copy for information to : PS to Director, SW, GLNS Complex, Delhi Gate, Delhi

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14/01/21