

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT: DELHI
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-54.

No.F.10/1/GA/Estt./DC/HQ/2011/Pt.file/Pt.file/ *1824*
ORDER

Dated the 03.09.12

In continuation of this office order No. **10/1/GA/Estt./DC/HQ/2011/1155** dated **02.07.2012**, the under mentioned officers are, hereby, directed to observe punctuality at Headquarter of the Revenue Department as per duty roster given below. **Attendance of staff checked on daily basis on all the working days** and a weekly report be sent to Pr. Secretary (Revenue) for information:-

S.No.	Name of the Officer & Designation	Time Period
1.	Sub Divisional Magistrate-I (HQ)	01.09.2012 to 07.09.2012
2.	Sub Divisional Magistrate-II (HQ)	08.09 .2012 to 14.09.2012
3.	Sub-Divisional Magistrate-III (HQ)	15.09.2012 to 21.09.2012
4.	Deputy Controller of Accounts (HQ)	22.09.2012 to 30.09.2012

This issues with the prior approval of the Pr. Secretary (Revenue)/Divisional Commissioner, Delhi.

(Signature)
(D.K. Saini)
SUB DIVISIONAL MAGISTRATE-III(HQ)
Tel.No. 23955018

No.F.10/1/GA/Estt./DC/HQ/2011/Pt.file/ *1824*

Dated the 03.09.12

Copy forwarded for information and further necessary action to:-

1. All the Deputy Commissioners with the request to issue similar order in their respective districts.
2. SDM (HQ)-I/II/III with the request to send the weekly action taken report against the late comers/absentees to the Secretary (Revenue).
3. Deputy Controller of Accounts (HQ) with the request to send the weekly action taken report against the late comers/absentees to the Secretary (Revenue).
- ✓ 4. All the Branch-in-charges.
5. PS to Pr. Secretary (Revenue)/Divisional Commissioner, Delhi.
6. PA to Special Secretary (Revenue).

(Signature)
(D.K. Saini)
SUB DIVISIONAL MAGISTRATE-III(HQ)
Tel.No. 23955018