

DEPARTMENT OF FOOD SAFETY
GOVT OF NCT OF DELHI
A-20, LAWRENCE ROAD, INDL AREA, NEW DELHI.

No. F.7 (224)/DOFS/Admn./2012/ 1204

Dated: 15/5/2013

ORDER

It has been noticed that some of the staff of this Department are not following the instructions issued by Govt. of India for adherence to office timing.

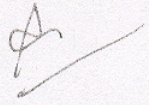
The contents of the relevant office memorandum issued by Govt. of India in this regard are re-produced as under :-

Late Attendance

1. Half-a-day's casual leave should be debited to the casual leave account of a Government servant for each late attendance but late attendance up to an hour, on not more than two occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action may be taken against the Government servant concerned in addition to debiting half-a-day's casual leave if he is persistently/habitually attending late.
2. Administrative authorities should see to the enforcement of punctuality and supervisory officers should be very particular in scrutinizing the attendance register.
3. Surprise daily checks may be carried out in one or two sections under the direct supervision of a senior officer.
4. The half an hour time-limit for break must be scrupulously observed not only by the subordinate staff but also by the Supervisory Officers and periodical surprise checks should be made to ensure this.
5. The ministries/Departments and other Government offices should ensure punctuality in attendance and strict observance of the half an hour lunch recess in the offices under their control. It should be ensured that the prescribe working hours in offices working hours in offices are strictly adhered to by all and the officers and staff do not over stay the prescribed lunch break. Habitual non-observance of scheduled hours for attending office is highly objectionable and will amount to lack of devotion to duty, thus attracting Rule 3 (1) (ii) of the Central Civil services (Conduct) Rules, 1964.
6. The case of a Government servant who leaves office early without permission before the time for closing of office should also be treated like late attendance and half-a-day's casual leave should be debited to the CL account for each such early departure from office.

[G.I. D.P & A.R. , O.M. N.O 28034/875-Estt. (A), dated the 4th July.1975.]

[G.I. D.P & A.R. , O.M. N.O 28034/10/75-Estt. (A), dated the 27th August,1975.]



When a day can be marked dies non and its effect

Absence of officials from duty without proper permission or when on duty in office, leaving office without proper permission, or while in the office, refusal to perform the duties assigned to them is subversive of discipline. In cases of such absence from work, the leave sanctioning authority may order that the days on which work is not performed be treated as dies non, i.e., they will neither count as service nor be construed as break in service. This will be without prejudice to any other action that the competent authorities might take against these persons resorting to such practices.

[Rule 62, and P.& T. Manual, Volume-III]

All are directed to strictly follow the guidelines in the above cited OM's failing which necessary action as deemed fit shall be initiated against the erring officials.

(SURINDER KUMAR)
DY. DIRECTOR/H.C.O

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Dated:

Copy forwarded for information and necessary action to :-

1. All Branch Incharges/ DO's
2. PS to Commissioner (Food Safety)
3. Notice Board
4. Guard File

BY. DIRECTOR/H.C.O