

**Department of Food Safety
Government of NCT of Delhi
8th Floor, Mayur Bhawan
Connaught Place, New Delhi-110001**

F.No.6/PA/CFS/2015/4934-4938

Dated: 11.09.15

OFFICE ORDER

A. Punctuality in Attendance

(1) It is observed that employees in the Food Safety are not punctual. Lack of punctuality of employees adversely affects office discipline, its functioning and affects the overall output. Hence, the procedures regarding attendance during office hours, maintenance of attendance register and associated instructions have to be strictly enforced. All employees are expected to maintain punctuality in attending and leaving the office except the lunch break (1:30 pm to 2:00 p.m.)

- (i) All the Senior Officers/Branch Incharges in Food Safety Deptt. are, hereby directed to strictly adhere to the office timings i.e. from 9.30 AM to 6.00 PM with lunch break (1.30 to 2.00 PM) themselves and also ensure that the staff and officers working under them are punctual in attending office. This is essential in the interest of maintaining office decorum and discipline. Slackness in punctuality is against office discipline and should be discouraged at all levels.
- (ii) Message should be left with PA to Commissioner (FS) by all Branch In-charges when any officer has to remain away from the office indicating the likely duration and place of availability.
- (iii) It is also directed that all officials of the deptt. will mark their movement in movement register indicating the likely duration and place of availability to their branch Incharges.

B. Lunch Timing

It has been observed that the employees are not adhering to the prescribed lunch time from 1:30 p.m. to 2:00 p.m. It is, therefore, brought to the notice of all employees that they are required to adhere to the prescribed lunch time from 1:30 p.m. to 2:00 p.m., invariably. All Branch In-charges are requested to ensure strict compliance of the above instructions by the Staff of their branch.

C. Biometric Machine in Food Safety Department

The Biometric Attendance Machine has been introduced for regulating the attendance of the employees working in Mayur Bhawan, Connaught Place, Lawrence Road and Patiala House Court.

- (i) All Employees shall punch their attendance every time when coming or leaving the office. Working hours of office shall be **from Monday to Friday 9.30 AM to 6:00 P M with lunch break 1.30 pm to 2.00 p.m.**
- (ii) 15 minutes grace time between 9.30 A.M. to 9.45 A.M will be allowed to all the employees for punching their attendance throughout the month.

- (iii). Late attendance punching between 9.45 a.m. to 10.00 a.m. for a maximum of three times in a calendar month shall be allowed. This late coming will have to be compensated on the same day. For example if an employee has punched his/her attendance between 9.46 a.m. to 10.00 a.m. he/she will have to punch out at 6.30 p.m. otherwise half a day CL will be debited to his/her account.
- (iv). Keeping in view distance involved between places of residence and office and traffic dislocation involved occasionally, employees may be permitted two hours grace period/short leave once in a calendar month in the morning or evening.

D. EMPLOYEES ON TOUR/OD

- a. On tour: Intimation about an employee/officer proceeding on tour be given in advance by individual employee to their concerned officer duly countersigned by controlling officer(Dy. Commissioner(FS) with a copy to Commissioner(FS).
- b. Official duty: In the event of an eventuality when an employee cannot punch his/her attendance and has to proceed on official duty from his residence while at Headquarter permission from controlling officer(Dy. Commissioner(FS) should be submitted to the Personal Branch of Commissioner Food Safety.
- E.** PA to Commissioner (FS) is nominated for maintaining a register in respect of Employees working in Food Safety for recording the leave record/OD/short leave permission etc. which will be helpful in verifying the said details at the close of each month with the statement to be provided by Administration Branch in the last week of following month.
- F.** On the basis of certified statement received from the various branches, Administration Branch will make out a monthly statement for controlling the leave records etc. and second copy to Accounts Department for verification of TA bill/Local conveyance. Administrative Officer is directed to strictly adhere to the instructions given in my earlier order No.F.6/PA/CFS/2015/4760 dated 7.9.15.


11/9/15.
(Dr. Mrinalini Darswal, IAS)
Commissioner (FS)

Copy to:

1. Deputy Commissioner, Deptt.of Food Safety
2. Administrative Officer, Deptt.of Food Safety
3. All Designated Officers/Food Safety Officers/Field Asstts/, Deptt. of Food Safety
4. All Branch Incharges, Deptt.of Food Safety
5. Programmer, EDP, Deptt.of Food Safety to upload the said order in Deptt.'s website.