

DEPARTMENT OF FOOD SAFETY
GOVERNMENT OF N.C.T. OF DELHI
8TH FLOOR, MAYUR BHAWAN, CANNUGHT PLACE
DELHI-110001

No.F. / Q956-58

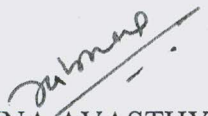
Date 24/11/15

ORDER

Reference, Commissioner, Food Safety order no.F.6/PA/Commr/(FS)/2015/4760 dated 07.09.2015, it has been noticed that instruction issued are not been adhered properly.

All branch in-charges are hereby requested to check the attendance of staff working under their control regularly. They shall ensure that staff shall report to office in time and submit monthly statement of leave of staff by the end of every month to the administration branch for controlling the leave records. Also find enclosed attendance details for the period 15.11.2015 to 20.11.2015. Leave will be deducted as per instruction in above referred circular.

This issues for strict compliance.


(SABINA AVASTHY)
ADMINISTRATIVE OFFICER

Copy to:

1. Deputy Commissioner, Deptt. of Food Safety for information
2. All Branch in-charges, Deptt. of Food Safety
3. Programmer, EDP, Deptt of Food Safety to upload the said order in Deptt's Website.