

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF FOOD SUPPLY DEPARTMENT & CONSUMER AFFAIRS
(ADMINISTRATION BRANCH, ROOM NO. 305, 3RD FLOOR)
K-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002
PHONE NUMBER: 011-23378059
(Email: fsoadmn305@gmail.com)

N.F.4(1)/2013/F&S/Admn./ 1751-1756

Dated: 27/05/16

ORDER

As per Cabinet decision No 2323 dated 22.03.2016, wherein it has been decided that the payment to the Contractual Staff must be made latest by the 15th day of the next calendar month. The C.S. (Delhi) has also directed to submit a certificate to this effect latest by the 20th of each calendar month.

In order to comply the said Cabinet decision, it has been decided that henceforth the attendance cycle for the MTS Staff will be followed as 26th to 25th day of each month.

All the Assistant Commissioner are hereby directed to forward the attendance of the MTS Staff working under them (i.e. including the staff posted in circles & zonal offices) latest by the 27th day of the running month in the enclosed proforma (Annexure-I). It is further reiterated that non compliance of the order shall be viewed very seriously by the CFS.

This issues with prior approval of the CFS.



27/5/16

(UDAI VIR SINGH)

ASSISTANT COMMISSIONER (ADMN.)

Dated: 27/5/16

N.F.4(1)/2013/F&S/Admn./ 1751-1756
Copy to:-

1. OSD to Minister, Food Supply and Consumer Affairs, Department.
2. State Commission/All DF/All ACs/AD (CA).
3. PS to CFS/ Spl. Commr.(Admn.)/Spl. Commr.(F&S).
4. System Analyst to upload the order on the F&S website.
5. All Br. In-charges(HQ),.
6. Guard files.



27/5/16

(UDAI VIR SINGH)

ASSISTANT COMMISSIONER (ADMN.)

3025/SSA/IT
31/05/2016

31/5/16

AP(D)

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Attendance for the period of _____

S. No.	Name	Place of Posting	of	Leave (No. of Days)	Period of Leave (Dates)

Dated:-

Signature of the A.C. _____

Name of the A.C. _____

Note:-

- 1) Single attendance proforma is to be submitted by the concerned A.C.
- 2) Attendance from the circle FSOs shall not be accepted.
- 3) To be signed only by the concerned AC/link offices.
- 4) The AC will send the attendance in prescribed proforma duly signed and scanned copy through email at fsoadmn305@gmail.com followed by hard copy latest by 27th day of each calendar month.