

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

F.4/DSW/Misc/2015-16/Pt-II/22101-22160

Dated: 29 NOV 2019

ORDER

It has come to the notice that the Officers/officials are not attending the office in time despite several instructions issued in this regard.

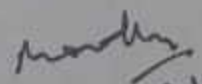
AR Department from time to time has been directing the Departments of GNCT of Delhi to ensure punctuality in the office/field office(s) as well as to install bio-metric attendance, from time to time.

The Chief Secretary, Delhi has also shown displeasure on irregular attendance by Officers/officials of various Departments.

The Officers/officials in DSW(HQ) as well as in the District offices/Homes/Institutions/Branches are instructed to maintain punctuality & strictly adhere to office timings.

All the DSWOs/DDOs/HOOs/Branch Incharges will be personally responsible for maintaining punctuality among staff working under them.

Henceforth, suitable deterrent action such as declaring the period of unauthorized absence as dies-non, may be taken as per rules against Officers/officials, who are habitual late comers.


26.11.19

(MADHUP VYAS)
SECRETARY (SOCIAL WELFARE)

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To

1. All DSWOs/DDOs/HOOs/Branch Incharge of DSW, GNCTD, Delhi.
2. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
3. Notice Board.
4. Guard file.