

**GOVERNMENT OF NCT OF DELHI**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
1<sup>st</sup> FLOOR, MAHARANA PRATAP ISBT BUILDING,  
KASHMERE GATE, DELHI-110006

F.No. 9(120)/Admn/WCD/Misc. Corres/2017/P.F./1158-61

Dated: 13/07/2020

**ORDER**

**Sub: - Observance of Punctuality in Office - Regarding.**

Whereas the unlock 1.0 has been started w.e.f. 17.05.2020 & further the unlock 2.0 is also going to be started from 01.07.2020.

Despite the initiation of unlock 1.0 & sufficient space available in DWCD (HQ) which is required for maintaining social distancing as per guidelines issued.

It has been observed that most of the staff posted in the various branches at HQ are either coming late or absenting themselves in attending their regular duties without competent approval resulting in getting the office work effected.

All the officers/officials are hereby directed to attend the office regularly and observe the punctuality, failing to comply the direction will result in suitable disciplinary proceedings.

Further, all the branch heads, i.e. the Deputy Directors present in the branches are required to submit the attendance report of their respective branch to the undersigned sharp at 10.30 AM on daily basis, in the following format.

Sl. No.	Name of the Officer/official	Designation	Status of Presence (Present/Absent/on leave/Work from home as allowed by the branch head, DD)
1.			
2.			

Note:- The officers/officials working from home shall have to get the permission head from their respective branch head in advance.

This is over and above the eight hourly live location being ensured by the branch heads. It is expected that similar eight hourly live locations are being pursued at the field level and home also, by the respective office incharges.

  
**(J.K. Jain)**  
**Special Director (Admn.)**

**All the JDs/DCA/DDs/Staff members for compliance.**

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Copy forwarded to: -

1. Staff Officer to Director, DWCD, Govt. of NCT of Delhi, Delhi
2. P.A. to Special Director, DWCD, for monitoring the status/compilation.
3. Data Processing Assistant/Concerned Dealing Assistant, IT Branch, DWCD, GNCTD for uploading the order on website of the Deptt.
4. Guard file.

  
**(J.K. Jain)**  
**Special Director (Admn.)**