

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF FOOD SAFETY, 8TH FLOOR, MAYUR BHAWAN
CONNAUGHT PLACE, NEW DELHI-110001

F. 12/101/EDP/PFA/Bio/2023/ Pt. file/ 3562-66

Date:- 21/7/23

OFFICE ORDER

A. Punctuality in Attendance

It is observed that employees in the Food Safety are not punctual. Lack of punctuality of employees adversely affect office discipline, it's functioning and affects the overall output. Hence, the procedure 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.

- (i) All the Senior Officers / Branch Incharges in Food Safety Department 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 P.M. to 2.00 P.M.) themselves and also ensure that the staff and officers / officials 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 department 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 pm to 2.00 pm. It is, therefore, brought to the notice of all employees that they are required to adhere to the prescribed lunch time from 1.30 pm to 2.00 pm., invariably. All Branch In-Charges are requested to ensure strict Compliance of the above instruction by the staff of their branch

C. Facial Recognition Attendance System

All officers / officials are directed to mark attendance (arrival & departure) on Facial Recognition Attendance System Machine.

- i) Office timings of department are from 09:30 AM to 06:00 PM with lunch break of 30 minutes from 01:30 PM to 02:00 P.M. Every officer / official has to put in 08 hours of work time per day i.e., 40 hours per week. All Employees are required to mark attendance every time when coming or leaving the office.
- ii) Arrival in the office after 09:40 A.M. or departure from the office before 06:00 P.M. will be reckoned as half day Casual Leave unless prior approval of the immediate reporting officer has been obtained.
- iii) Half-a-day's Casual Leave shall be debited for each day of late attendance, but late attendance up an hour on not more than two occasions in a month, and for justifiable reasons may be condoned by the Competent Authority / leaving Sanctioning authority. This will be applicable till Casual Leave is available in the accounts of the official. If Casual Leave of the official concerned is exhausted, Earned Leave (if available) will be deducted.
- iv) The staff availing Half-day Casual Leave (Forenoon) will ensure to reach office by 02:00 P.M. and those availing Hal Day Casual Leave (Afternoon) shall ensure not to leave office before 01:30 P.M.
- v) Under emergent / unavoidable situation, late coming / early departure will be allowed subject to the condition that prior intimation / approval of the immediate Reporting Officer / Branch Incharge has been obtained.

D. Employees on Tour /OD

- a. On tour: Intimation about an employee/officer proceeding on tour is given in advance by individual employee to their immediate Reporting Officer concerned.
- b. Official duty: In the event of an eventually when an employee cannot punch his/her attendance and has to proceed on official duty from his residence while at Headquarter, immediate Reporting Officer should be informed.

E. PA to Administrative Officer 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. In this connection attention is invited to Rule 3 (1) (ii) of CCS (Conduct) Rules, 1964, which stipulates that every Government servant shall at all time maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of Government servant. It is also added that punctuality in attendance is to be observed by Government servant at all levels.


This issues with the approval of the Commissioner, Food Safety.



(Ranjeet Kumar Singh)
Administrative Officer

copy to:-

1. Senior System Analyst, Department of Food Safety to upload the order on the website of the Department.
2. All Branch Incharges, Designated Officers/Food Safety Officers/Field Assistants, Department of Food Safety.
3. Section Officer, Department of Food Safety.
4. P.A. to Commissioner, Department of Food Safety
5. Guard File.



(Ranjeet Kumar Singh)
Administrative Officer