

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION

N-36, BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS, NEW DELHI-110001

(PERSONNEL DIVISION)

No. DSIIDC/I.O.O/Estt/14

Dated : 05.09.2017

CIRCULAR

In continuation of the Office Circular even number dated 22.06.2017(Copy attached), it is directed that all the employees posted in CWC and Works Divisions (especially Engineers & staff posted at site-offices) should mark their attendance once in a morning timely in Aadhar Enabled Bio Metric Attendance System (AEBAS) to the nearest branch office of DSIIDC.

It is reiterated that an employee may come late to the Office by an hour, twice in a month. Late coming beyond the permissible limit shall be treated as half-a-day absence. A disciplinary action under Rule 43 of DSIIDC Staff Service Rule 1978 and 3(1) (ii) of CCS (Conduct) Rules will be initiated in case of non-compliance against the errant official. All concerned Divisional Heads are, therefore, requested to bring the above guidelines to the notice of all staff members working under their administrative control for strict compliance.

This issues with the approval of Competent Authority.

Encl: As above



(Prabhat Kumar)
Divisional Manager

All Concerned

All Notice Board

Website

Copy for information to :

- (i) Sr. PA to Chairman
- (ii) Sr. PA to MD
- (iii) PA to ED
- (iv) Sr. PA to Director (Finance)