

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**  
**( Personnel Division )**


F.No. DSIIDC/06/6/12-13

Dated : 15<sup>th</sup> January, 2015

**Circular : Attendance Certificate of staff deployed through M/s. ICSIL**

It has been observed that Attendance Certificates sent by different Divisional Heads for the staff working under their administrative control (deployed through the placement agency M/s. ICSIL), doesn't reach the concerned Nodal Officer within stipulated time frame i.e., within first three working days of each month. This delay in submission of the attendance certificates to the concerned Nodal Officer results in delay in processing the case for payment of their wages.

It is hereby advised that Attendance Certificates (in the enclosed format) in respect of the Staff deployed through the placement agency (M/s. ICSIL) may be sent by the concerned Divisional Head to the concerned Nodal Officer within the stipulated time frame, i.e., within first three working days of each Month, failing which concerned Divisional Head shall be held responsible for the delay and disciplinary action under Rule 3 of CCS(Conduct) Rule, 1964 read with Rule 7 of DSIIDC Staff Service Rule, 1978 will be taken against him.

  
( S.P. Pant )  
Chief Manager(P)

**To,**

All Divisional Heads

**Copy to :**

1. DM(IT) for Uploading on Web-site
2. Notice Board

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**

( Name of the Division )

Dated : \_\_\_\_\_

Attendance Certificate for the Month of \_\_\_\_\_

S.No.	BMAS ID	Name, Designation & Father's Name	No. of Days Worked (for Daily Rated)	No. of Days on Leave (for Consolidated)	Remarks

It is certified that the details mentioned above with respect to No. of Days worked during the month (for staff on daily rated basis) or No. of days on leave (for staff on consolidated salary) have been verified from the report generated through the Biometric Attendance System or from the Attendance Register (for staff deployed at Liquor Vends or at field duty).

\_\_\_\_\_  
( Signature of Divisional Head )

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

**Nodal Officer**