

**Delhi State Industrial & Infrastructure Development Corporation Ltd.
419, FIE, Patparganj, Udyog Sadan**

(Security Division)

DSI IDC/Security/Dy.GM/2017

Dated:15.09.2017

Irregularities in attendance of the Watch & Ward staff deployed through M/s ICSIL in various offices of DSI IDC have been reported to the undersigned from some quarters. In order to avoid such type of reports in future, Sh. N.R.K. Swami, Security Officer is directed to asked staff deployed in the areas where Bio-Metric system is available to make use of Bio-Metric System to mark their attendance. In the areas where Bio-Metric system is not available, the concerned Security Supervisor shall ensure that they maintain strict discipline, i.e. attend to their duties well in time and leave the site/office only when their relievers join. Strict disciplinary action under Rule 43 of DSI IDC Staff Service Rules 1978 and/or Indian Contract Act 1972 shall be taken against those who violate these directions.



(S.P. Pant)

Dy. General Manager (Security)

Website

Copy to:

1. Sr. PA to MD
2. PA to ED
3. Sr. PA to Director(Finance)
4. DM(IT)
5. Sh. N.R.K. Swami, Security Officer. Please ask all concern to submit a copy of Aadhar Card and a recent photograph to DM (IT) for further necessary action at his end.
6. All Security Supervisors