

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: 22.06.2017

CIRCULAR

It has been noticed that a large number of employees of DSIIDC proceed on leave without approval of leaves from his Divisional Head. In terms of Rule 8 of CCS(Leave) Rules, 1972 leave cannot be claimed as a matter of right. Hence, further Earned Leave application should be given at least 15 days in advance and casual leave should be taken only with the prior approval of the Competent Authority or unless some emergency demand otherwise.

All the Divisional heads/In charge may ensure that the leave application of the subordinate are forwarded to the Personnel Division along with his/her comments/recommendations for its sanction. No employee should proceed on leave without prior sanction order. All concerned in Personnel Division are also directed to process the leave applications of the employees within 3 days of receipt of the same positively. In case of the employee who have already availed themselves of all the Casual Leave/Restricted Holiday, may also be sent to the Personnel Division, immediately, to enable personnel Division to update their record.

It has also been noticed that the Controlling Officer/Division In-charge do not inform Personnel Division about the continuous absence of those employee who remain on unauthorized leave for months together. In this regard it is directed that if an employee do not report for duty continuously for 3 days/72 hours or beyond the same may be reported to Personnel Division for further disciplinary action. The reporting/controlling Officer will be responsible for any lapse in the said process. In those cases Aadhar Enabled Bio-metric Attendance System (AEBAS) will be accepted as an evidence and the leave of the employees will be regulated accordingly.

IT Division has to ensure that biometric in respect of all the employees of DSIIDC is entered in AEBAS system. In case of failure/non-activation of biometric, detail of employees, along with the status may be sent to the Personnel Division without fail. In field offices/shops where the biometric system has not been installed, attendance may be recorded in Attendance Register by each and every employee has to sign. The controlling Officer/Division In-charge may forward the attendance of all such employees to Personnel Division by 7th of the following month, positively.

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In this connection attention is invited to Rule 43 of DSIIDC Staff Service Rule 1978 and 3(1) (ii) of CCS (Conduct) Rules which stipulates that every employee shall at all times maintain devotion to duty. Habitual late attendance will be tantamount to an unbecoming conduct of a Government Servant. Accordingly disciplinary action shall be taken against such an employee.

According to guidelines issued by DoPT from time to time, 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. If any employee is late for genuine reasons, the senior Officer has the discretion to excuse him. Similarly, those employees who leave Office before the closing time without permission liable to treated at par with late comer and in that case also, half-a-day leave shall be debited to his leave account for each such days early departure.

All 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.



(PRABHAT KUMAR)
Divisional Manager (P)

To

- a) All Divisional Head
- ✓ b) D.M (IT)
- c) Notice Board
- d) Website

Copy for information to :

1. Sr. PA to CMD
2. PA to ED
3. Sr. PA to Director (Finance)