

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
N-36, BOMBAY LIFE BUILDING CONNAUGHT CIRCUS, NEW DELHI
PERSONNEL DIVISION

NO: DSIIDC/Estt./Punctuality/2024/ 323

Dated: 14.08.2024

CIRCULAR

Subject: Observance of punctuality in the offices of the Corporation

It has been observed that employees of the Corporation are not observing punctuality in attending office inspite of instructions issued from time to time in this regard. Contactless Bio-metric Attendance System is available at all office locations for marking Attendance by the employees and a Mobile App is also available to the employees deployed at Liquor Vends, CWC Centres, Engineering site offices and Security sites for marking their attendance.

Further, latest instructions vide Office Memorandum dated 15.06.2024 has been issued by DoPT wherein extant instructions relating to Office hours, late attendance etc. has been reiterated and it is stated that half-a-day's Casual Leave (CL) should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the Competent Authority. In addition to debiting casual leave (or earned leave, when no CL is available), disciplinary action may also be initiated against Government servants coming to office habitually late as it amounts to 'misconduct' under the CCS (Conduct) Rules, 1964. Early leaving is also to be treated in the same manner as late coming. The data relating to punctuality and attendance of an employee should also be taken into account, while considering him/ her for important assignments, trainings, deputations and transfer/postings.

In this regard, it has been noticed that employees of the Corporation are not adhering official timings while marking their attendance. Further, engineers working at site and some staff deployed at Liquor Vends are not marking their attendance even when Mobile App facility has been provided. Furthermore, many of the staff deployed by M/s. ICSIL (outsourced from third party) are also not adhering to the official timings.

In view of above, the matter has been viewed seriously by the management and accordingly, it has been decided that the instructions contained in para-2 above shall be applicable with immediate effect in respect of all employees of DSIIDC.

Further, considering the above, in respect of the workmen (deployed by third party and contractual employees) who are also not adhering to the official timings while marking their attendance, late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the Competent Authority, and beyond that for every instance of late coming or early leaving, half day wages/ remuneration shall be deducted.

The above instructions must be brought to the notice of all concerned.



(Vijit Singh)
Chief Manager (Pers.)

Website

All Divisional Heads - All Divisional Heads are requested to check the attendance/ reports of their staff on daily basis at <http://ams.facer.in> by login / credentials provided to them in their gov email ids and take necessary action as deemed fit under intimation to Personnel Division. In case, they face any problem in logging in the portal, Shri Sanjay Mohanty, IT Department may be contacted immediately.