

Delhi State Industrial & Infrastructure Development Corp. Limited
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001
(Personnel Division)

No. DSIIDC/Estt./Attn.Monitrng/2023-24

Dated : 19.04.2024

CIRCULAR

Subject : Observance of punctuality in Offices of the Corporation

It has been noticed that Employees of the Corporation are not observing punctuality in attending Office inspite of instructions issued from time to time with regard to the need to observe punctuality. Contactless Face Recognition Based Attendance Monitoring System is available at all fixed Office locations for marking attendance by the employees and a Mobile App is also made available to the employees deployed at Liqour Vends, CWC Centres, Engineering Site Offices and Security Sites for marking attendance. After checking the attendance record for the last few days, it has been observed that a large number of employees in all locations/offices of the Corporation are found to attending the office late.

All the Employees are again directed to observe punctuality in attending office and mark attendance while joining the Office in the morning and leaving the Office in the evening on the scheduled Office timings. A grace period of 15 minutes is available to mark attendance in the morning as well as in evening.

All Divisional Heads shall monitor the attendance of staff working under them

As per DoPT guidelines, half-a-day's Casual Leave 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 the employees who are habitually late. Early leaving is also to be treated in the same manner as late coming.



(Vijit Kumar Singh)
Chief Manager (Pers.)

To

All the employees of DSIIDC

Copy for information to:

1. PS to MD
2. PS to ED
3. All Divisional Heads
4. Website
5. Notice Board