

**Delhi State Industrial & Infrastructure Development Corporation Ltd**  
**N-36, Bombay Life Building, Connaught Circus, New Delhi-110001**  
**(Personnel Division)**

File No.: DSIIDC/I-O.O/Estt. / 438  
(E-Office No.222813)

Dated: 20.11.2025

**Circular**

**Subject: Implementation of Revised Office Timings issued by GNCTD and Strict Observance of Punctuality / Biometric Attendance**

The General Administration Department, Government of NCT of Delhi, vide its Order No. F.No. GAD-A-034/26/2025-Admin-GAD/47141 dt. 14.11.2025, has notified the implementation of staggered office timings for Government offices in view of increasing pollution levels and the need to reduce peak-hour congestion. The office timings in all the offices of the Corporation shall be **10:00 AM to 6:30 PM with immediate effect.**

All officers/officials shall strictly adhere to the revised timings.


**2. Observance of Punctuality**

It has been noticed that employees of the Corporation are not observing punctuality in attending office despite repeated instructions issued from time to time. The Contactless Face Recognition Based Attendance Monitoring System is available at all fixed office locations for marking attendance. Further, a Mobile App is also available for employees deployed at Liquor Vends, CWC Centres, Engineering Site Offices and Security Sites for marking their attendance.

All employees are once again directed to maintain punctuality and to mark their attendance both at the time of arrival in the morning and leaving the office in the evening, strictly as per scheduled office timings. A grace period of 15 minutes is available for marking attendance in the morning as well as in the evening.

As per DoPT guidelines, half-a-day Casual Leave (CL) shall be debited for each day of late attendance; however, late attendance up to one 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 CL is not available), disciplinary action may also be taken against employees who are habitually late. Early leaving shall also be treated in the same manner as late coming.

This issues with the approval of the Competent Authority.

  
(Samarth Kumar)  
Sr. Manager(P)

**To,**

✓ JT (Division), for uploading on the website

**Copy for information to:**

1. PS to MD, DSIIDC
2. PS to ED, DSIIDC
3. All Concerned Divisional Heads

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
LEVEL-II, A-WING, DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI - 110002  
E-mail: [sgad@nic.in](mailto:sgad@nic.in)

F.No. GAD-A-034/26/2025-Admin-GAD/47141

Dated: 14/11/2025

**ORDER**

**Sub: Implementation of Staggered Timings for Government Offices under GNCTD and MCD**

In view of the increasing air pollution level in Delhi during the winter months, and as part of the pre-emptive measures, the Hon'ble Lieutenant Governor of Delhi has approved the implementation of staggered office timings for Government of NCT of Delhi (GNCTD) and Municipal Corporation of Delhi (MCD) offices. This initiative aims to reduce road congestion during peak hours and mitigate vehicular emissions, a significant contributor to air pollution.

Accordingly, the following office timings shall be effective from 15.11.2025 to 15.02.2026, subject to further review:

Offices under Municipal Corporation of Delhi (MCD)	8:30 AM to 5:00 PM
Offices under Government of NCT of Delhi (GNCTD)	10:00 AM to 6:30 PM

By Order and in the name of the  
Hon'ble Lieutenant Governor of the National Capital Territory of Delhi

  
(PRADEEP TAYAL)  
Joint Secretary (GAD)

F.No. GAD-A-034/26/2025-Admin-GAD/47141

Dated: 14/11/2025

**Copy to:**

- 1) Principal Secretary to Hon'ble Lt. Governor, Raj Niwas, Delhi-54.
- 2) Secretary(s) to Hon'ble Chief Minister, Delhi Secretariat, New Delhi.
- 3) Secretaries to all Hon'ble Ministers, Delhi Secretariat, New Delhi.
- 4) Secretary to Hon'ble Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi-54.
- 5) Secretary to Hon'ble Dy. Speaker, Old Secretariat, Delhi-54.
- 6) Staff Officer to Chief Secretary, Delhi.
- 7) Joint Secretary (UT), Ministry of Home Affairs, North Block, New Delhi - 110001.
- 8) All ACS/Pr. Secretaries/Secretaries/HODs, and Heads of Autonomous bodies, GNCTD.
- 9) Commissioner of Police, Delhi.
- 10) Commissioner, Municipal Corporation of Delhi.
- 11) Chairman, New Delhi Municipal Council.
- 12) Chief Executive Officer, Delhi Cantonment Board.
- 13) Vice Chairman, Delhi Development Authority.
- 14) Deputy Secretary (I.T.), Department of Information Technology, GNCTD - to place a copy of this order prominently on the website of GNCTD.
- 15) Guard File.

  
(PRADEEP TAYAL)  
Joint Secretary (GAD)