

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

No: DSIIDC/I-O.O/Estt./1178

Dated : 23-10-2023

CIRCULAR


Subject : Observance of punctuality in the 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 Bio-Metric Attendance System is available at all fixed Office locations for marking Attendance by the employees and a Mobile App is also available to the employees deployed at Liquor Vends, CWC Centers, Engineering Site Offices and Security Sites for marking their attendance.

All Employees are again directed to observe punctuality in attending Office and mark their 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 the Evening.

As per DoPT Rules, 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 taken against the employees who are habitually late. Early leaving is also to be treated in the same manner as late coming.

This issues with the approval of the Competent Authority.


(Mahesh Arora) 23/10/23

Divisional Manager (P)

To,

All Individuals Concerned

Copy for information to:

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