

**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./169  
(E-Office No.222813)

Dated: 25.05.2026

**Circular**

**Subject: Revised Office Timings and Strict Observance of Punctuality / Biometric Attendance**

Reference is invited to Office Order No. DSIIDC/GAD/2026/1107 dated 19.05.2026 issued by the General Administration Division regarding revised office timings and implementation of administrative measures. Accordingly, the office timings in all offices of the Corporation shall be 10:30 AM to 07:00 PM with immediate effect and until further orders. All officers/officials shall strictly adhere to the revised office timings.

2. Observance of Punctuality and Biometric Attendance It has been noticed that some employees of the Corporation are not observing punctuality in attending office despite repeated instructions issued from time to time. It has also been observed that certain employees have not yet registered themselves in the biometric attendance system and, consequently, are not marking their attendance through the prescribed system. Such employees are hereby directed to complete their registration immediately in coordination with the IT Division.

It is reiterated that 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 mandatorily mark their attendance both at the time of arrival in the morning and at the time of leaving the office in the evening, strictly in accordance with the prescribed 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 where CL is not available), disciplinary action may also be taken against employees who are habitually late, leave office early, fail to mark attendance regularly, or do not register themselves in the biometric attendance system despite directions. 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,  
IT (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