



AUD/1-10()/ Admn./2011/3468

Dated 29/11/2011

CIRCULAR

Enclosed herewith a copy of letter No. DHE.12(10)/Misc /2008-09/2089-92 dated 24/9/2011 received from the Administrative Officer (H.E) Directorate of Higher Education Govt. of NCT of Delhi along with copy of Circular no 16/01/2010-AR/4380 dated 19/9/2011.

The above mentioned Circular is with regard to observations of the Chief Secretary Govt. of NCT of Delhi on the issue of adhering to punctuality in attending the office. This is for your kind information and compliance.

This may please be treated as Most Urgent


(Chandan Mukherjee)
Registrar

Encl: As above

Copy to:-

1. Office of the Vice-Chancellor
2. Dean, Academic Services/SDS/SHS/SHE/SUS/SLS/SES/SBPPSE/SCCE
3. Office of the Registrar
4. Controller of Finance
5. Director (IT Services)
6. Librarian
7. Dr. Arnua Kumar M. Assistant Professor , School of Development Studies
8. Deputy Registrar (Academic Services)/ Public Information Officer
9. Dy. Registrar (Admn.) & Student Services
10. Assistant Registrar (Admn.)/Nodal Officer
11. Assistant Registrar (Planning)
12. Office Order file

694

Govt. of NCT of Delhi
OFFICE OF THE CHIEF SECRETARY
Delhi Secretariat, I.P. Estate, New Delhi.

No.F. 16/01/2010-AR/ 4380

Dated: 19/9/11

CIRCULAR

767/DHE
20/9/11

It is a matter of serious concern that despite repeated instructions, including from me, regarding adhering to punctuality in attending office, large number of officers / officials are found coming late or absent without permission. The punctuality drives conducted by Administrative Reforms Department reflect that late coming / absenteeism is quite high, ranging from 30% to 80% in many cases, which is totally unacceptable.

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2. It is evident that the Principal Secretaries / Secretaries and Heads of the Departments are not paying adequate attention to this aspect resulting in lethargy at middle and lower levels, specially in field offices / units. The late coming / absenteeism not only adversely affect the efficiency of the departments but also lead to delay in decision-making causing distress to the citizens.

3. I have been stressing this aspect at various meetings but unfortunately this is not being attended to. All Principal Secretaries/Secretaries and HODs are again directed to pay full attention to this aspect and monitor the attendance at their level regularly. They should inspect offices themselves and also depute senior officers to conduct the punctuality drives in all the field offices and headquarters regularly and send compliance reports to my office. They should identify the habitual latecomers and initiate disciplinary action against them and treat the absenteeism as dies-non.

4. I am asking the Secretary, IT Department to prepare software, which could be used by all the departments and the field offices for uploading the status of attendance daily within ten minutes of the opening of the office and highlighting the names of late comers.

Urgent
No: intailed
and enclosed
A.H.S.
Strict compliance

5. It may please be noted that failure to ensure punctuality will find suitable mention in the ACRs of the officers concerned.

P.K. Tripathi
(P.K. TRIPATHI)
CHIEF SECRETARY : DELHI

DD(H.E.) (Concave) 20/9/11
All Pr. Secretaries/Secretaries/
Heads of Departments

A.O. (H.E.)

Copy to Secretary (IT), Govt. of NCT of Delhi, 9th Level, Delhi Sect., IP Estate, New Delhi for necessary action on issue mentioned at para 4 above.

Copy Purs up drafts
urgently.

21/9

AP [Signature]