



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
नीति एवं समन्वय (कार्मिक)
POLICY & COORDINATION (PERSONNEL)


No.: PERS/PACP/0006/2020/F1/POL-AD-P C(P)-Part(1)/229 Date: 08/12/2021

The normal hours of attendance are 9.30 A.M. to 6.00 P.M. and every official is expected to be present in office at scheduled opening hours.

Of late, it has been observed that many officials are not observing punctuality and arriving late in office. The Commissioner (Personnel) has taken a very serious view of the habitual late coming.

Therefore, to monitor punctuality in office attendance, it has been decided that all Dy. Directors of Personnel Branch shall notify the list of absent officials on the WhatsApp group of officers of Personnel Department by 10:30 A.M. every day. Surprise attendance checks at all levels would also be undertaken.

The above instructions may be noted by all for strict compliance.


8/12/21

(किरण रावत)

(Kiran Rawat)

निदेशक (कार्मिक)-2

Director (Pers.)-II

Copy to:

1. All Dy. Directors of Personnel Department
2. PS to Principal Commissioner (Personnel)
3. PS to Commissioner (Personnel)
4. All staff members of Personnel Department