

**DELHI JAL BOARD: DELHI SARKAR**  
**OFFICE OF THE MEMBER (ADMINISTRATION)**  
**VARUNALAYA PHASE-II, KAROL BAGH**  
**NEW DELHI-110005.**

F.No 03/11/2011-AC(W)/ 69/65

Dated:-22.06.2011

**INSTRUCTIONAL ORDER**

Instructions have been issued time and again to observe punctuality in attending the office/place of work but it is observed that the same are not being followed strictly. Punctuality in attending office/place of work is the prerequisite of efficiency and willingness to dispose off work within the normal working hours. It is also primary responsibility of every employee to faithfully observe the scheduled office timings.

It is again stressed that all employees must reach their office/place of work in time and start work, as per scheduled time fixed for attending office, after marking their attendance in the attendance register. Further, following instructions are also reiterated for strict compliance by all DDOs.

- (a) Divisional/Zonal heads may check the attendance register of their branches regularly and put their initials as token of checking the register.
- (b) Half day CL may be deducted in case of late coming.
- (c) The tendency of leaving office during working hours or before the closing time should be firmly discouraged.
- (d) The officers/officials who are required to make field inspections or on court duty or attend meetings outside their office premises shall mark their movements in the movement register.
- (e) The attendance register should be kept on the desk of Branch Supervisor and should be open for inspection by the checking team.

Contd....2



*23/6*  
*Be notified*  
*all staff.*

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- (f) The practice of short leave should be strictly avoided and instead application should be obtained.
- (g) The movement register and attendance register should be kept up-to-date and should be readily available in the office for any surprise checking.

✓(h) List of habitual late comers to be prepared by the Sectional Head fortnightly and put up to their DDOs for necessary action.

- (i) The normal lunch interval of half an hour shall be strictly observed.

*Rinku Dhugga*  
(RINKU DHUGGA)  
MEMBER (ADMINISTRATION)

ALL DDOs. }  
ALL ZROs. } for Strict Compliance.

Copy for information to:-

1. CEO/Member (F)/Member (WS/DR)/Secy., DJB/CVO.
2. All Members of Delhi Jal Board.
3. All Chief Engineers/Directors/SEs.
4. All Joint Directors/All Dy. Directors/(V)/(R)/(F&A)/Enf./LWO/ All ACs/LO(W)/EE(EDP)/ EO(W)/ Consultant (PR)/CSO/ AD(P&M)/All AOs/All AAOs.
5. P.S. to Member (A) for the information to Member(A).

*Rinku Dhugga*  
MEMBER (ADMINISTRATION)  
*14/6/2011*