



DELHI POLLUTION CONTROL COMMITTEE
 DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT OF DELHI)
 5TH FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-6
 visit us at : <http://dpcc.delhigovt.nic.in>



F.NO.DPCC/5(6)CT/Bio-metric/2014/8723 Dated: 04/08/23

CIRCULAR

This Department has issued several circulars for the staff to observe discipline and punctuality in the office. However, it has been noticed that some of the officials are still not adhering to discipline and punctuality in the office.

Further, it is has also been noticed that employees are not marking their attendance on biometric machines installed at ISBT and Vikas Bhawan-II.

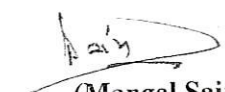
It is hereby reiterated that all employees of every level including drivers must mark their arrival and departure time in the Biometric Based attendance Monitoring System on regular basis. If any employee is not registered, he should contact Admn. Branch for registration on Biometric attendance System.

It may be informed that arrival beyond 10.30 am on three shall be deducted as half day casual leave. Similarly leaving office early in the evening before 5.30 pm on three days shall be counted as half day casual leave. Also, arrival in the office any day after 11.30 am and departure any day before 4.00 pm will be count as half day Casual leave for the day.

It is also emphasized that each official has to put in 40 Hrs of work time for the 5 day week. Further, if any person arrives late in the morning, he/she has to compensate for the late arrival by working in the evening, beyond the normal office hours of departure i.e. 6.00 pm. This would however be done with the prior knowledge and permission of the Branch Incharge.

The staff of DPCC is hereby again directed to reach office every day before 9.40 A.M and not leave before 6.00 P.M. Habitual late attendance is viewed as violence of conduct rules and disciplinary action will be accordingly taken against such a Government servant.

In this regard, Sh. Nitin Yadav, Stenographer, Admn. Branch (Mob. 9250450436) and Sh. Arvind Sharma, Sr. Asstt., CMC-II (Mob. 8527499222) shall assist to register employee on Biometric Attendance System at ISBT & Vikas Bhawan-II respectively.


 (Mangal Sain)
 Administrative Officer

All employees of DPCC (regular & contractual)

Copy to:

1. PS to Chairman, DPCC for information of Chairman, pl.
2. PA to MS, DPCC for information of MS, pl.
3. All Branch Incharges
4. Incharge, IT Cell : please upload on DPCC website (employee corner)
5. Sh. Arvind Sharma, Sr. Asstt. (CMC-II)
6. Sh. Nitin Yadav, Stenographer (Admn. Branch)
7. Guard File