



DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT OF DELHI)
3RD FLOOR, DELHI IT PARK, SHASTRI PARK, DELHI

visit us at : <http://dpcc.delhigovt.nic.in>



F.NO.DPCC/5(6)/CT/Biometric/2014/152-160

Dated: 26/07/2024

CIRCULAR

Reference is invited towards this office Circulars dated 09.06.2023, 14.06.2023, 04.08.2023 and 08.01.2024 whereby all officers and staff were directed to record their attendance (arrival and departure) in the Biometric machines. However, it has been observed that despite clear instructions, several employees are not registering their attendance in Biometric Attendance System and some of the employees are still not adhering to discipline and punctuality in the office.

In context of the aforesaid, the following action may be ensured :

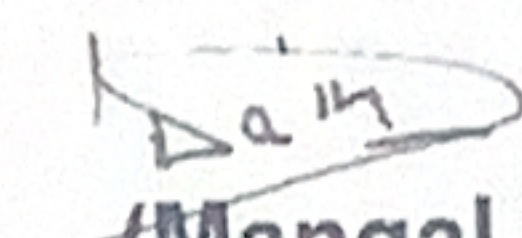
1. All those officers/officials, including contractual and outsourced staff, working in DPCC who have not yet enrolled themselves in the biometric machine must do so within next 03 working days positively. The staff deputed at Delhi Secretariat will enroll them with Environment Deptt ID. S.O. (Env) may download attendance list of DPCC staff and sent to the office of MS, DPCC. For Kashmere Gate, Vikas Bhawan-II and Shastri Park staff, the separate machines have been installed in the respective offices and all are operational.
2. Ms. Vajyanti Mala, Sr. Asstt. Water Lab (Mob.8527499212) and Sh Arvind Kumar, Sr. Asst CMC-II (Mob. 8527499222) will assist to register employee on Biometric Attendance System and generate monthly report of the attendance of Kashmere Gate and Vikas Bhawan-II respectively and submit the same to Admin Branch in the end of every month for compilation. In Shastri Park office, Ms Nisha, Jr. Asstt (Mob 9870192987) shall assist to register employees on Biometric Attendance System.
3. It is hereby reiterated that all employees of every level including drivers (regular contractual and outsourced) must mark their arrival and departure time in the Biometric on regular basis.
4. It is to inform that arrival beyond 10.30 am on three days 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 counted as half day Casual leave for the day.

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5. 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.

6. It is also emphasized that each officer /official has to put in 40 Hrs of work time for the 5 days 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.

This issues with prior approval of the Member Secretary, DPCC.


(Mangal Sain)
Administrative Officer

All employees of DPCC (regular & contractual)

Copy for necessary action to :

1. All Branch Incharges- with the request that punctuality be ensured in their respective branches.
2. Section Officer, Environment Deptt, GNCTD - in r/o DPCC staff deployed in Delhi Secretariat..
3. Sh. Arvind Kumar, Sr. Asstt. (CMC-II).
4. Ms Vajyanti Mala, Sr. Asstt (Water Lab).
5. Ms Nisha, Jr. Asstt. (Admin Branch).
- ✓ 6. Incharge, IT Cell - please upload on DPCC website (employee corner).
7. Guard File

Copy for information to:

1. PS to Chairman, DPCC -for information of Chairman pl.
2. PS to MS, DPCC - for information of MS pl.

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26/07/24