URGENT

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: ESTT.-I BRANCH
ROOM NO. 211D-, OLD SECRETARIAT: DELHI-110054.
NO.DE.1(7)/A/6/E-I/2012/335-04
Dated: 16/12/15

CIRCULAR

It has been observed that some officials of this Directorate are not maintaining punctuality and not marking the time of arrival and departure in the attendance register. This has been viewed seriously.

All the DDE/Branch Incharges/A.D.ES concerned will ensure that the arrival /departure time of subordinate staff are marked in the attendance register and submit their attendance report on MIS Module by 10.00AM on every working day. Data of each employee must be updated in the computerized employee attendance report system. Further action against habitual latecomers or absentees may be taken under intimation to Establishment-I Branch.

“ON DUTY” register should also be maintained in the branches / offices of Directorate of Education.

(PAWAN KUMAR)
ASSTT. DIRECTOR OF EDUCATION (ADMN.)

NO.DE.1(7)/A/6/E-I/2012/
Dated:
Copy forwarded for information and necessary action to :-

1. P.S. to Director, Director of Education.
3. OIC(IT) with the request to upload this circular on the Department’s website.

(PAWAN KUMAR)
ASSTT. DIRECTOR OF EDUCATION (ADMN.)