

GOVT. OF NCT OF DELHI
OFFICE OF THE COMMISSISONER OF INDUSTRIES
419.FIE.UDYOG SADAN,PATPARGANJ, DELHI

No. 408

Dated 27/01/11

OFFICE ORDER

It has come to the notice of undersigned that staff of Industries Department is habitual of coming late and overwriting in attendance register without marking the timing of their coming on Cross & Leave. This kind of act is unbecoming of a Govt. Servant and in violation of CCS (Conduct) Rules. Therefore all the Staff is hereby directed to mark their actual timing of arrival & departure from office and not mark their attendance on cross & Leave without timing i.e. overwriting will be treated as absent in the office on that days, so not to overwight without consent of their Branch Incharge. If this kind of act is repeated in future, ½ days Casual Leave and in absence of casual leave, Earned Leave will be deducted from their Leave account without any further notice. Whereas if the deduction of leave may cross the three times in a month ½ days salary will be deducted from their account without any notice.

This issues with the prior approval of Competent Authority.


(Vinod Kumar)


Dy. COMMISSIONER OF INDUSTRIES(HR)/H.O.O.

No. 408

Dated 27/01/11

Copy to :-

- 1 PA to Addl. Commissioner (HR).
- 2 Official of the Industries Department through Branch Incharges.


(Vinod Kumar)

Dy. COMMISSIONER OF INDUSTRIES(HR)/H.O.O.