

**DELHI TRANSPORT CORPORATION
(GOVT OF NCT OF DELHI)
OFFICE OF MANAGING DIRECTOR
I.P.ESTATE: NEW DELHI**

No. Admn-I/2020/ 253

Dated:- 11-03-2020

ORDER

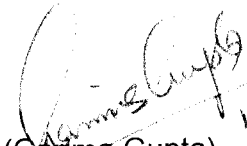
It has been observed that officers and officials are not reporting in time. Instances have also come to the notice that some of the officers/officials are leaving the office early. In some cases, the officers/officials are availing leave without prior approval of the Leave Sanctioning Authority notwithstanding of the instructions issued from time to time. To ensure punctuality and office discipline, the following instructions are issued for all HODs/Officers In charge for strict compliance:-

1. All officers shall report to their office in time and set example for the officials working under their administrative control to be punctual.
2. To ensure punctuality of staff working under them, the officers shall adopt necessary measures by calling for the Attendance Register in the morning hours and marking cross (X) against names of such staff who are late and also enforce the instructions regarding deduction of one Casual Leave for every three instances of late coming in a month. If an employee is found late for more than three occasions in a month, disciplinary action be taken by the officers Incharge/Disciplinary Authority. A report in this regard will be submitted by each Branch In-charge/HOD to the office of the undersigned.
3. All officials shall ensure that the staff shall mark their attendance in the evening hours at schedule duty off time i.e. 1800 hrs, before leaving the office.

4. The staff shall adhere to the normal lunch interval of half an hour.
5. All officers/officials shall not leave the duty place without prior permission of their reporting officer. The officers/officials, who are required to make field inspection or on court duty or attend meetings outside their office premises shall mark their movements in Movement Register. The report of any such inspection done should be mandatorily submitted the next day.
6. The Attendance Register should be kept in the custody of Office Supdt/Asstt. In-charge of the Branch and made available for inspection as and when required.
7. All officers/officials shall hereafter obtain prior approval from their Leave Sanctioning Authority before proceeding on leave except in case of extreme situation.

The officers shall bring the above instructions to the notice of all the staff working under their administrative control for strict compliance.

Non-compliance of the above instructions shall be viewed seriously.


(Garima Gupta)
Managing Director
11/5/2020

All Officers