

A-50013/38/2020-Administration
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development &
Ganga Rejuvenation
(Administration Section)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 29th September, 2021

OFFICE MEMORANDUM

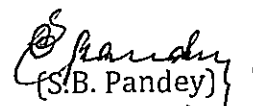
Subject: Punctuality and Monitoring of Attendance- regarding.

Reference is invited to the various instructions issued by this Department from time to time on the above captioned subject. Lately it has been observed that some officers/officials of the Department are taking undue advantage of suspension of bio-metric system and staggered attendance timing and are not maintaining of the punctuality in Office timings nor are they completing the mandatory daily working hours of 08 hours and 30 minutes. The matter has been viewed seriously.

2. All Officers/employees of the Department are hereby advised to be punctual in their attendance (i.e. from 09:00 AM to 05:30 PM). In case an employee avails of staggered office timing as allowed by his/ her supervising officer, he/ she must complete mandatory 08 hours and 30 minutes in office. In case of any aberration thereof, as per rules, leave shall be deducted from the Leave account in proportion in respect of the officers/staff. Also, each section must maintain an attendance register under the supervision of respective Section Officer.

3. All the Divisional Heads/Controlling Officers are requested to monitor the attendance of their subordinates and to ensure that the above instructions are complied with in letter and spirit. Also, Divisional Heads/Controlling Officers should be able to provide information in this regard, as and when called for.

4. Administration Wing will also cross check the attendance register randomly.


(S.B. Pandey)

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To

1. All Officers/Officials of the Department of Water Resources RD & GR.
2. For uploading on Intranet of the Department.