

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF AUDIT
4th LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI-110 002.
(Administration Branch)

No.9(3)/DOA/Estt./Misc/2020/ 3316-20

Date 21/6/22

OFFICE MEMORANDUM

Sub:- Observance of punctuality in HQ and field duty Offices.

It has been observed that most of the employees of this department are adhering to the office timings i.e. 9.30 A.M. to 6.00 P.M. with lunch break 1.30 P.M. to 2.00 P.M., but a few members of the staff are not maintaining punctuality while coming to the office, overstay lunch break and leave the office before the stipulated time. A serious view has been taken about such lapses on the part of the employees.

Instruction have been issued from time to time with regard to the need to observe punctuality by employees of the department. Responsibility for ensuring punctuality in respect of their employee's rests with respective In-charges.

In this connection attention is invited to Rule 3(i) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a government servant and disciplinary action may be taken against such a government servant. It is also added that punctuality in attendance is to be observed by Government servants in all levels.

In view of the above, all the Section In-charges /Audit team in-charges of this Directorate are directed to ensure punctuality and it has been also decided that the Section-Heads should ensure that they are self-disciplined and punctual in attendance as well as staff working under them do not attend the office late, overstay during the lunch break and also not leave office before time. If any employee of any section violates the norms regarding punctuality in attendance, discipline and decorum of the office then the section's head are required to intimate the higher authorities in writing about such employee/employees so that disciplinary action could be taken against them as per rule. All branch officers will also conduct surprise checks. Strict action will be taken against those who are found to be habitual in breaking discipline. All the Section in charges and staff are advised to observe the office timing scrupulously without any room for disobedience and in case of violation of these instructions coming to notice of the undersigned, a serious view will be taken against such officials and action will be initiated under the provisions of Rule 3(1) of CCS (Conduct) Rules, 1964.

J.S.N.S.

Further, it has also been observed that some officers/officials are found to be absent from their duties or on leave without prior approval of the Leave sanctioning authority. As such all the officers/officials of the department are hereby directed not to proceed on leave without the approval of Leave sanctioning authority and submit leave applications well in advance i.e. 15 days before proceeding on earned leave.

Above instructions issued for strict compliance of all staff of Directorate of Audit.



(G.L.PRASAD)

CONTROLLER OF ACCOUNTS

No. 9(3)/DOA/Estt./Misc/2020/ 3316-20

Date 21/6/22

Copy to :-

1. Dy. Controller of Accounts, HQ.
2. All Section In-Charges and staff at HQ.
3. All Audit team In-Charges - Sr.AO/AO/AAO and staff.
- ✓ 4. Website of Directorate of Audit.
5. Guard file.



(G.L.PRASAD)

CONTROLLER OF ACCOUNTS