

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.6(279)/DOA/HQ/Estt./07/Pt.file/dcaudit/6770-75

Dated: 29/11/11

**Sub.: Observance of Punctuality.**

Please find enclosed herewith the copy of Pr. Secretary (AR) D.O. No. F.16/01/10/AR/12365/c dated 18.11.2011 for information and strict compliance accordingly. It must be ensured that all the officers and staff members of the concerned branches must mark their attendance daily alongwith time of arrival and departure. The daily report of late-comers must reach to the undersigned for taking appropriate action accordingly.

**Encl.: As above.**

  
( G.L. BUNDELA )  
**CONTROLLER OF ACCOUNTS (AUDIT)**  
**TEL. No. 2339-2427**

Copy to:-

1. PA to Pr. Secretary (Finance) for information please
2. AO (Internal Audit), Dte. of Audit, Delhi Sectt. New Delhi.
3. AAO (Internal Audit/Admn/Accounts/LFA) for strict compliance.
4. AAO/ Nodal Officer (Website), Dte. of Audit, Delhi Sectt. New Delhi.
5. Notice Board.
6. Guard file.



डा. एम.एम. कुट्टी  
प्रधान सचिव (पर्यटन) / ए आर/सी डबल्यू जी

**Dr. M.M. Kutty**  
Pr. Secretary (Tourism) /AR/CWG

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार  
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
दिल्ली सचिवालय, आई० पी० स्टेट, नई दिल्ली-110002  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002  
TEL NO. : 23392005 FAX : 23392112  
D.O. NO. F.16/01/10/AR/12365/C  
दिनांक

Date 18/11/11

163/C

Dear Sir,

AR Department had conducted surprise punctuality checking on 01.11.2011 in Audit Department, GNCT of Delhi. During the checking, it was observed that the overall percentage of late comers/absenteeism in your department was 34%. You will agree that such a high rate of absenteeism/late coming is unacceptable.

During the checking in the various branches of the office, it was also observed that the Branch in-charge is not checking the attendance register regularly in respect of their branches.

You are requested to issue necessary directions to the officers of your department to check the attendance register in respect of their branches/units regularly for improving punctuality. All the officers and staff members may also be directed to mark their attendance daily, along with time of arrival and departure. Action may also be taken against officials who are late comers.

Action taken in this regard may be intimated to this office.

With warm regards

Yours sincerely,

(Dr. M.M. KUTTY)

Shri D.M. Spolia,  
Pr. Secretary (Finance),  
Govt. of NCT of Delhi,  
Level 4, 'A' Wing,  
Delhi Secretariat,  
New Delhi.



SCF  
DSF (E-IT)  
H. Compliance  
Gr. Ad. (H. Ad.)  
25/11

Sh. Vijay (1)  
23/11/11

Pl. Issue directions in fo. and  
D.O. letter may be furnished to  
Mr. J. Audit  
Sh. Vijay  
Supdt. (H. Ad.)  
23/11