

DELHI DEVELOPMENT AUTHORITY

[FINANCE & EXPENDITURE]

O.O.No. 10

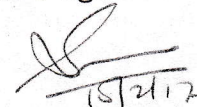
Dated: 10-02-2017

OFFICE ORDER

It has been observed that some officers/officials of Accounts Deptt. leave the office after marking bio-metric attendance in the forenoon. This act/practice of the officers/officials is highly objectionable and amount to lack of devotion of duty and also against the conduct rules.

All the officers/officials of Accounts Wing are directed that they do not leave the office after marking bio-metric attendance without any official work or without the prior approval of the Competent Authority. It is also one of the major responsibilities of the respective Branch Officers to ensure the presence of the officers/officials in the office after marking attendance. The leaving of office without proper and prior permission is subversive of discipline.

In case officer(s)/official(s) is/are found absent in office after marking bio-metric attendance or leave the office after marking bio-metric attendance, disciplinary action will be initiated against them as per rules resorting to such practices.



[Santosh Kumar]

Chief Accounts Officer

No. FE.98(12)2012/DDA/Bio-metric/89

Dated: 10-02-2017

Copy to:-

1. FA(H)/Director(LC)/Director(Finance)/Director(M&P);
2. All Dy. CAOs/Dy. FA(H)-I & II;
3. Sr. AO(Sports)/PAO(EW)/AO(PE);
4. Guard file;



Sr. Accounts Officer[F&E]

D.D.A.