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**DELHI DEVELOPMENT AUTHORITY**  
**[FINANCE & EXPENDITURE]**

O.O. No. 51

Dated: 11-10-2017

**OFFICE ORDER**

It has been observed that some officers/officials of Accounts Deptt. and other Deptts. are not maintaining punctuality in attendance. Also, they sometime leave the office after marking bio-matric attendance without observing the duty/office hours. This act/practice of the officers/officials is highly objectionable and amount to lack of devotion of duty and also against the conduct rules. This has been viewed seriously by the Highest Authority of the Ministry/Authority.


It is also one of the major responsibilities of the respective Branch Officers to ensure punctuality and presence of the officers/officials in the office during office hours. Leaving of office without proper and prior permission is subversive of discipline.

All the officers/officials of Accounts Wing are directed not to leave the office without any official work or without the prior approval of the Competent Authority after marking their bio-matric attendance. The officials are advised to be punctual. The respective In-charge has to ensure the timing and attendance of the staff under their control.

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

The DDOs are also directed to ensure that the officers/officials have maintained punctuality & regularity in marking their attendance.

These orders may be followed scrupulously by all concerned.

  
10/10/2017  
[Santosh Kumar]  
Chief Accounts Officer

No.FE.98(12)2012/DDA/Bio-metric/509

Dated 11-10-2017

Copy to: -

1. FA(H)/Director, LC/Finance/Audit;
2. All Dy. CAOs/Dy. FA(H)-I & II;
3. All DDOs.
4. Guard file;

  
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Sr. Accounts Officer (F&E)