

DELHI DEVELOPMENT AUTHORITY

NO.EM.1(10)83/1416

Date: 15.2.85

CIRCULAR NO. 76

It has come to my notice that the officials are not attending the office in time in the Divisional and Circle offices. It is the responsibility of the heads of the Divisions & Circles to ensure that all the officials working under them attend the office punctually in time. The Executive Engineers & Suptdg. Engineers should make suitable arrangements in their divisions and circles respectively for checking of the attendance in the morning and putting cross mark in the attendance register against the officials who are not found present at the time of checking the attendance. The EEs/SEs should also make surprise checks of their offices and those of their subordinates in order to ensure punctuality and proper discipline. Disciplinary action should be taken against the defaulting officials.

Sd/-
(J.K.VARSHNEYA)
ENGINEER MEMBER

1. All EEs
2. All SEs
3. All CEs(R)
4. Director(S&JJ)

DELHI DEVELOPMENT AUTHORITY
(ENGINEER CIRCLE (V))

No. SE(V)/10(13/85)

Dated:

Copy to:

All EEs & EE(P) for information and necessary action.

Sd/-
(S.K.JAIN)
E.A. TO S.E.(V)/DDA
VIKAS KUTIR/N.DELHI.