

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C WING, DELHI SECRETARIAT, I.P.ESTATE, NEW DELHI

No.F.16/1/2004/AR/2696-2845

Dated: 15-3-2004

OFFICE ORDER

It has been observed that punctuality drives are not being carried out regularly by the departments which are necessary to keep track of latecoming/absenteeism. Recent punctuality drives conducted by A.R. Department has shown that the percentage of latecomers/absentees is increasing in most of the departments. In order to intensify the punctuality drives it has been decided to depute officers from other departments to carry out such drives in their nearby departments/offices. A roster for the purpose is enclosed. All the officers deputed for the work are directed: -

1. to carry out atleast 3 punctuality drives per month in the department/office assigned to them.
 2. to send the list of latecomers to the concerned Head of Department with a copy to A.R. Department.
 3. to identify habitual latecomers so that disciplinary action can be taken where called for.
2. The punctuality drives should cover both officers and staff working in those departments. A monthly statement of the punctuality drives conducted by these officers should be sent to A.R. Department by 5th of every month in the enclosed form.
3. All the Heads of Department are also requested to formulate a similar roster in respect of their field units and subordinate offices so that all such offices get inspected atleast thrice a month by an officer other than the Incharge of that unit/branch/office. A copy of the roster so drawn should be sent to A.R. Department urgently. The punctuality drive reports should be sent to A.R. Department by 5th of every month in the prescribed performa.
4. This issues with the approval of Chief Secretary.

(PRAKASH KUMAR)
SECRETARY (AR)

To

1. All Pr. Secretaries/Secretaries/HODs
Govt. of NCT of Delhi
Delhi/New
2. Concerned Officers deputed for checking

ROSTER OF OFFICERS DEPUTED FOR PUNCTUALITY CHECKING IN GOVT. OF DELHI

S. No.	Department	Officers deputed for checking
TRANS YAMUNA COMPLEXES		
1.	UTCS	Jt. Director (Admn.), DHS
2.	DSSSB	Dy. Director (Plg.) DHS
3.	DHS (HQ)	ADM (East)
4.	GTB Hospital	ADM (North-East)
5.	DC (East)	Dy. Secretary, DSSSB
6.	DC (North-East)	Jt. Director, UTCS
ITO COMPLEX		
7.	College of Arts	Registrar, Chit Fund
8.	Conservator of Forest	Dy. Director, SC/ST
9.	Gurudwara Election	Dy. Conservator of Forest (HQ)
10.	Sales Tax	Dy. Controller of Accounts (Admn.), PAO (HQ)
11.	Chit Fund	Asstt. Commissioner-VI, Sales Tax
12.	Land & Building	Dy. Commissioner, (Admn.) F&S
13.	Excise	Dy. Controller (Tech), PAO
14.	Welfare of SC/ST	Dy. Commr., Excise (Admn.)
15.	Pr. Pay & Accounts Office	Dy. Commr. (Admn.), Sales Tax
16.	Food & Supplies	Jt. Secy., L&B
17.	Weights and Measures	Asstt. Commissioner-V, Sales Tax
18.	PWD Zone-I	Asstt. Commr.-I, Sales Tax
19.	PWD Zone-II	Asstt. Commr.-II, Sales Tax
20.	PWD Zone-III	Asstt. Commr.-III, Sales Tax
21.	PWD Zone-IV	Asstt. Commr.-IV, Sales Tax
22.	IADP, Horticulture	Asstt. Controller, Weights & Measure
NEW DELHI COMPLEX		
23.	Registrar Cooperative Societies	Asstt. Commr., Delhi Fire Services
24.	DC (New Delhi)	Jt. Director, Social Welfare
25.	Delhi Fire Service	Jt. Registrar, RCS
26.	Social Welfare (HQ), Curzon Road	ADM (New Delhi)
SOUTH DELHI COMPLEX		
27.	NHMC	Supdt., College of Pharmacy
28.	B.R. Sur Hospital	ADM (South)
29.	College of Pharmacy	Admn. Officer, B.R. Sur Hospital
30.	Archives	Admn. Officer, NHMC
31.	DC (South)	Dy. Director, Achieves

OLD SECRETARIAT COMPLEX		
32.	Education	Dy. Director, I&P
33.	Information & Publicity	Dy. Director (Admn.), DES
34.	Dte. of Eco. & Stats.	Jt. Director (Admn.), Education
35.	GPF	Asstt. Director, Tourism
36.	Tourism	DDE (HQ), Education
37.	Animal Husbandry	Dy. Director, Edn (Act)
38.	Dte of Agriculture Marketing	Dy. Director, Animal Husbandry
WEST DELHI COMPLEX		
39.	Home Guards & Civil Defence	Admn. Officer, DDU Hospital
40.	DDU Hospital	DMS, SGM Hospital
41.	Tihar Jail	Commndt. Home Guards, Civil Defence
42.	Sanjay Gandhi Memorial Hospital	ADM (South-West)
43.	DC (South-West)	Supdt. (HQ), Tihar Jail
I.S.B.T. AND 5- SHAM NATH COMPLEX		
44.	Labour	SDM (North)
45.	Irrigation & Flood Control	Jt. Director, M & Emp.
46.	Industries	SDM (HQ)
47.	Divisional Commissioner Office	Jt. Labour Commr., (Admn.)
48.	Election Office	Dy. Director (Admn.), Industries
49.	Higher Education	Asstt. Director (Admn.), M&E
50.	Manpower & Employment	Admn. Officer, NCC
51.	Prosecution	Dy. Director, Archaeology
52.	Archaeology	Jt. Director (Admn.), Industries
53.	NCC	Admn. Officer (Higher Education)
54.	DC (North)	Jt. Labour Commissioner (Legal)
UNDER HILL ROAD COMPLEX		
55.	Transport (HQ)	DDC, Development
56.	Development	Jt. Director (Admn.), Transport
57.	Dte. of Family Welfare	Dy Drug Controller (Admn.)
58.	Drug Control	HOO, Family Welfare
59.	AAA Hospital	Jt. Director, Employment
60.	Employment	Admn. Officer, AAA Hospital
DELHI GATE COMPLEX		
61.	MAMC	Dy. Medical Supdt., GNEC
62.	Guru Nanak Eye Centre	ADM (Central)
63.	G. B. Pant Hospital	Director (Admn.), LNJP Hospital
64.	L.N.J.P. Hospital	Director (Admn.), GB Pant Hospital
65.	DC (Central)	Dy. Director (Admn.), MAMC
PITAMPURA/ROHINI COMPLEX		

66.	Delhi College of Engineering	ADM, (North-West)
67.	Forensic Science Laboratory	Jt. Director, TTE
68.	DC (North-West)	Director Incharge, FSL
69.	Training & Technical Education	ADM (West)
70.	PFA	Registrar, Board of Technical Education
71.	DC (West)	Jt. Director, PFA
KAROL BAGH COMPLEX		
72.	Tibbia College	Jt. Director, ISMH
73.	I.S.M.H	Accounts Officer, Tibbia College

PERFORMA FOR PUNCTUALITY DRIVE REPORTS

Name & Designation: _____

Inspecting Officer: _____

Department/Offices checked: _____

Date	Number of officers			Number of other staff members		
	Checked	Found late	Percentage	Checked	Found late	Percentage

List of latecomers attached.

Signature of Inspecting Officer