

NORTH DELHI MUNICIPAL CORPORATION
Central Establishment Department
13th Floor, Dr. S.P. Mukharjee Civic Centre
J.L. Nehru Marg, New Delhi-110002

No. Dir.(Pers.)/CED/NDMC/2021/ 1992

Dated 05.02.2021

CIRCULAR

It has been observed that, a large number of the officials are absenting themselves from the duties without proper approval of the Competent Authority. The same has been viewed seriously.


Therefore, all HODs / Head of the office are hereby directed to check attendance register in a regular manner and keep it in their custody.

All HODs are hereby also directed to keep strict vigil on the attendance / movement of the staff / officials working under them and initiate action against the delinquent officials, as per rules

This issues with the approval of the Competent Authority.

Distribution:

1. P.S. to Commissioner/ North DMC.
2. All Addl. Commissioner/North DMC.
3. All Dy. Commissioners/ North DMC.
4. All HODs, North DMC
5. CVO/CLO/ Municipal Secretary/Director(P&I)/P.A to Dir(P)
6. E-in-C/DCA (HQ).
7. DCA (HQ) / AAO (CED)
8. Addl. Dir. (IT) North DMC to upload the same on Municipal website.


(GOPAL)
Director (Personnel)

5/2/21 (IT) PL

1/10/21

Rajp