



**POLLUTION CONTROL COMMITTEE  
DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT DELHI)  
4,5<sup>TH</sup> FLOOR, ISBT BUILDING; KASHMERE GATE**

F.NO.DPCC/5(6)CT/Bio-metric/2014/7153 Dated: 31/01/23

**CIRCULAR**

This Department has issued several circulars for the staff to observe discipline and punctuality in the office. However, it has been noticed that some of the officials are still not adhering to discipline and punctuality in the office.

It is hereby reiterated that all employees of DPCC including drivers must mark their arrival and departure time in the Biometric Based attendance Monitoring System on regular basis.

It may be informed that arrival beyond 10.30 am on three shall be deducted as half day casual leave. Similarly leaving office early in the evening before 5.30 pm on three days shall be counted as half day casual leave. Also, arrival in the office any day after 11.30 am and departure any day before 4.00 pm will be count as half day Casual leave for the day.

It is also emphasized that each official has to put in 40 Hrs of work time for the 5 day week. Further, if any person arrives late in the morning, he/she has to compensate for the late arrival by working in the evening, beyond the normal office hours of departure i.e. 6.00 pm. This would however be done with the prior knowledge and permission of the Branch Incharge.

The staff of DPCC is hereby again directed to reach office every day before 9.40 A.M and not leave before 6.00 P.M. Habitual late attendance is viewed as violence of conduct rules and disciplinary action will be accordingly taken against such a Government servant.

This issues with prior approval of the Member Secretary, DPCC.

**(Manish Chandra Verma)  
Administrative Officer**

**All employees (regular & contractual) sitting at ISBT Building**

**Copy to:**

1. PS to Chairman, DPCC for information of Chairman, pl.
2. PA to MS, DPCC for information of MS, pl.
3. All Branch Incharges
4. Incharge, IT Cell : please place on DPCC website (employee corner)
5. Guard File