



DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT OF DELHI)
5TH FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-06
Visit us at: <http://dpcc.delhigovt.nic.in>



F.No.DPCC/(3)/(9)/(278)/Admn.-2024/2593-98

Dated: 06/01/25

CIRCULAR

Reference is invited towards this office circulars (available on DPCC's website) dated 09.06.2023, 14.06.2023, 04.08.2023, 08.01.2024, 26.07.2024 & 23.08.2024 whereby all officers and staff were directed to maintain punctuality and mark the attendance through biometric attendance system.

It has come to the notice that some officers/officials are still not enrolling / marking their attendance in the Biometric Attendance System which is a contravention to the rules of the Delhi Government in this regard.

It is also a fact that some officers / officials may sometimes be in the field beyond official hours and they are not able to mark attendance at that relevant time.

To address this, it is directed that a movement register (proforma attached) shall be maintained at the Branch / Cell level for recording movement of officer / official on field inspection, court duty, attending meetings etc. outside their office premises. All Branch / Cell Incharge shall monitor and submit the verified copy of register on monthly basis to Administrative Officer, DPCC by 5th day of every month.

It is hereby reiterated that the instructions issued by this office as well as the AR Department, GNCTD regarding Biometrics Attendance, shall be strictly enforced.

All the Branch In-Charges are hereby directed to ensure that the staff working under them (including themselves) shall enroll / mark attendance on Biometric Attendance System without fail.

In view of above, all the officers/officials are required to adhere the directions issued in this regard time to time by DPCC and to ensure the compliance of the said directions without fail. Non-compliance shall be viewed seriously and necessary action under conduct rules including deduction of leave/salary may be initiated against the defaulter(s). This may be treated as final opportunity.

This issues with the approval of Worthy Chairman, DPCC.

Encl: As Above.

Pawan Kumar Jayant
Administrative Officer

All Employees (Regular / Contractual/Outsource)

Copy to:

1. Incharges (All Branch / Cell of DPCC): for strict compliance.
2. Incharge, IT Cell : with a request to upload the said circular on the website of DPCC.
3. PS to Chairman, DPCC : for kind information to worthy Chairman, DPCC please.
4. PS to Member Secretary, DPCC : for kind information to Member Secretary, DPCC please.
5. Section Officers(Admn. Branch), DPCC.
6. Guard file.

