

Z.25013/01/2020-Admn.I(pt-II)-Part(2)
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
(Administration-I Section)

Nirman Bhawan, New Delhi
Dated the 29th June, 2022

Office Memorandum

Subject: Maintaining Punctuality in Attendance- reg.

The undersigned is directed to say that it has been observed from attendance record that some officials in various Sections/Cells of this Directorate are either coming late or leaving the office early or both and, therefore, not adhering to the office time schedule and maintaining punctuality. This has been viewed seriously by the Senior Officers.

2. All DDs/ADs/SOs/SSOs and Section Heads are instructed to keep watch on the punctuality in attendance of officials posted under their control. It is also advised that concerned controlling officer may take appropriate action in case of any deviation in regard to discipline and punctuality.

This issues with the approval of competent authority.

Signed by Arindam
Banerjee
Date: 29-06-2022 15:53:02
(Arindam Banerjee)
Dy. Director (Admn.)
011-23063539

Copy To,

1. Sr. PPS to DGHS
2. PS to JS (RM), Dte.GHS
3. PA to Director (HQ), Dte.GHS
4. All DDs/ADs/SOs/SSOs and Section Heads in Dte.GHS & NML.
5. Copy for uploading on Dte.GHS website.