

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
LABOUR DEPARTMENT  
ADMINISTRATION BRANCH  
5 SHAM NATH MARG, DELHI-110054

F.1/31/LC/Estt./1165/2023/Pt.File/2858-2861

Dated: 04/9/2025

**ORDER**

**Sub: Ensuring Punctuality in the office.**

It has come to the notice that Officers/Officials are not adhering to office timing with late coming and early leaving office. To ensure punctuality in various Branches /District Offices of Labour Department and at the Head Quarter, the code of punctuality is reiterated as under:

1. All officers/officials shall ensure punctuality in attending the office.
2. All the Branch/District In charges shall ensure that the entire staff working under them is marking attendance in Attendance Register as well as in Biometric system without fail.
3. The Branch/District Heads will also keep up-to-date CL account of the officials working under them and check any overtaking of leave beyond permissible limit.
4. Ten minutes of grace period is allowed for late coming/early going in special circumstances beyond one's control. Though upto two such late coming/early goings in a month can be condoned on valid grounds, each late coming/early going is liable to result in deduction of ½ day CL and initiation of disciplinary proceedings for habitual late comers/early goers from the prescribed office hours.

These instructions shall be followed strictly and all Controlling Officers shall invariably initiate disciplinary action against the officers/officials violating these instructions relating to punctuality in attendance under the CCS (CCA) Rules 1965.

Non-Compliance of the order will be viewed seriously.

This issues with the approval of Competent Authority.



4.9.25  
(VIJAY CHANDNA)  
DY. LABOUR COMMISSIONER (ADMN.)/H.O.O.

Dated: 04/9/2025

F.1/31/LC/Estt./1165/2023/Pt.File/2858-2861

Copy forwarded for information and necessary action to:

1. PPS to Secy.-cum-Commissioner (Labour), Labour Deptt., Delhi.
2. All JLCs/DLCs/Branch Incharge of Labour Deptt., GNCT of Delhi.
3. Deputy Director (IT), Labour Deptt. with the request to upload this order on the website of the Department.
4. Guard file.



4.9.25  
DY. LABOUR COMMISSIONER (ADMN.)/H.O.O.