

No. Adm.II/23(02)/2020
Government of India
Ministry of Labour & Employment
O/o Chief Labour Commissioner (Central)

Shramev Jayate Bhawan
G4, Dwarka Sec-10
New Delhi-110075
Dated: 01.02.2024

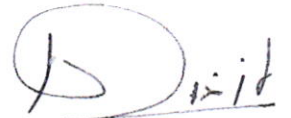
CIRCULAR

Sub: Non-compliance office hours -reg.

On monitoring the attendance of employee of this office on bio-metric attendance system for the last three months i.e. from 01.10.2023 to 31.12.2023, it has come to the notice of Administration Division that many officers/officials, are not maintaining mandatorily 8:30 hours of office stay. It has also come to the notice that some Sr. officers/officials are not at all marking their biometric attendance or marking once during the day (in or out time), on bio-metric attendance system. The matter of non-compliance of office hours/ non-marking of attendance has been viewed seriously and all officers/employee are directed to mark their biometric attendance on biometric attendance system and comply with the office hours of 8:30 hours.

2. It is informed that from January, 2024 onwards the attendance shall be monitored on a monthly basis and in order to maintain punctuality & discipline, it has been decided that leaves shall be deducted on the shortfall of mandatory 8:30 hours of office stay as per the Central Civil Services (Leave) Rules, 1972.

3. These issues with the approval of CLC(C).



(Kuldeep Dixit)

Under Secretary to the Govt. of India

To

- (i). All Officers/Officials of O/o CLC(C)
- (ii) All the Regional Heads for necessary action.
- (iii) IT cell for uploading on CLC web portal