

OFFICE ORDER

Sub: Observance of discipline and punctuality in the office.

Punctuality and discipline is a important part of office discipline. All the staff of National Bal Bhavan is required to observe the same scrupulously to maintain discipline in the office. Several office orders in this regard have been issued in the past for observance and compliance of punctuality and discipline. During the scrutiny of the Bio-Metric attendance of the staff, following irregularities have been found in marking of attendance in Bio-Matric Machine:

(i) Some employees do not mark their attendance in the Bio-Matric Machine either on arrival or at the time of departure from the office. As per the Rules, all the staff is required to mark their attendance daily on arrival and departure from the office in Bio-Matric Machine and Attendance Register as well.

(ii) It has also been noticed that most of the employees is not adhering the office timing and coming late and leaving office early which is against the discipline and liable for deduction of ½ day Casual Leave (in case no Casual Leave is at credit 01 day Earned Leave) for each late coming and early leaving.

(iii) It has also been noticed that employees after marking their attendance in Bio-Matric Machine has not immediately report to their duty place which resulted the indiscipline in the office. All the staff are required to attend their duty place immediately after marking their attendance in the Bio-Matric Machine.

(iv) It has also been noticed that staff members remained absent from duties without prior permission and sanction of leave which is against the discipline. As per the CCS (Leave Rule), all the staff is required to avail the leave of any kind after the sanctioned of the Competent Authority, only Casual Leave can be availed in emergent cases on the information given to their Controlling Officer.

It is once again enjoined all the staff of the National Bal Bhavan to observe punctuality and discipline in the office strictly otherwise necessary disciplinary action shall be initiated against the employees who shall be found to not observing the above instructions.

(Mukesh Gupta)
Dy. Director (Admn.)

Copy to:

- (i) PA to Director, NBB
- (ii) PA to Deputy Director, NBB
- (iii) All Section Head/ NBB with a direction to circulate this office order among the staff working under them for strict compliance.
- (iv) Notice Board
- (v) Website of NBB