

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.  
(CO-ORDINATION BRANCH)

No.F.5(44)/2017/CDN/TTE/ 492 - 495

Dated: 01-06-2018

CIRCULAR

The issue of punctuality was discussed in the HODs meeting chaired by Chief Secretary on 25.05.2018 wherein Chief Secretary, Delhi directed that punctuality should be maintained in all the offices of Govt of NCT of Delhi.

The biometric machines have been installed for the purpose of monitoring attendance of the staff for ensuring punctuality. The biometric attendance of the staff should be monitored regularly. The action against the defaulters should be taken by way of deduction of leave from their leave account as per rules.

It is, therefore directed that the above directions may be complied with scrupulously and a monthly report be sent to the Administration branch at HQ by 7<sup>th</sup> of each succeeding month.

The officers from HQ to ensure that during their visit to the field institutes, biometric attendance is also checked and report submitted.

This issues with the approval of the Competent Authority.

  
(ASHOK DARYANI)  
ADMN. OFFICER(ADMN/CDN)

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Copy to :-

1. All Principals, Polytechnics/ITIs/Degree Colleges under DTTE.
2. P.S. to Director (TTE) for information.
3. P.A. to Addl. Director (TTE) for information.
- ✓ 4. The Asstt. Programmer, DTTE(HQ) with the request to upload the above noted communication on the Deptt. website [www.tte.delhigovt.nic.in](http://www.tte.delhigovt.nic.in)

  
(ASHOK DARYANI)  
ADMN. OFFICER(ADMN/CDN)