

F. No. Z.18025/14/2021-Admn. -I
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
Administration-I Section

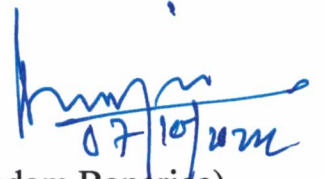
Nirman Bhawan, New Delhi
Dated the 7th October, 2022

OFFICE MEMORANDUM

Subject: - Regularity and Punctuality in office regarding.

The undersigned is directed to say that it has been observed that some Officers and Officials of this Directorate are either coming late or leaving office early or both despite repeated instructions issued from time to time to strictly adhere to the time schedule. Such practice of late coming and early going is highly unacceptable and not according to the rule to this effect.

2. All such officers and officials who are defaulting in the above matter may immediately improve attendance as per prescribed time schedule of attending office. The attendance is being monitored regularly through AEBAS and habitual defaulter will render himself liable for action as per extent rules.



(Arindam Banerjee)
Deputy Director (Admn.)

To,

All Officers/Officials and Section Heads for circulation and sensitization of the content of the O.M. to their subordinate Officers/Officials (through email).

Copy to:

1. PSO to DGHS.
2. PS to JS(HS), Dte.GHS.
3. PA to Director (HQ), Dte.GHS.
4. DD(GA) for uploading on website.