



GOVT. OF N.C.T. OF DELHI  
OFFICE OF MEDICAL DIRECTOR  
LOK NAYAK HOSPITAL, NEW DELHI-110002

F.No./LNH/PS/2025/86

Dated : 10.05.2025

**CIRCULAR**

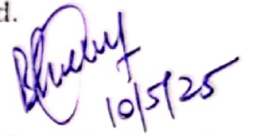
It has been observed that a number of employees have made it a habit to report late to the work in the morning and also leave office before time. It has also been noticed that although bio-metric attendance machines have been installed but employees are not marking attendance on the machine.

All the employees of Lok Nayak Hospital are therefore, required to be punctual in attendance and mark their attendance on the bio-metric machine. Responsibility of ensuring punctuality lies with the concerned Branch/Section Head.

All Branch/Section Heads are also directed to ensure that staff working under them are coming in time and marking attendance.

Habitual late attendance is viewed as a conduct unbecoming of a Govt. servant. If any employee is found coming late or not marking attendance, action as per rule will be taken including initiating disciplinary action under extant CCS (Conduct) Rules.

The above instructions should be strictly adhered to by all concerned.

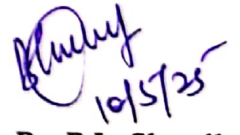
  
10/5/25  
Dr. B.L. Chaudhary,  
Medical Director,  
Lok Nayak Hospital

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**Copy to :**

1. PS to AMS(A)/Dir(A)/AMS(STC)/Dy.Dir(A)/DCA/AD (Plg.)
2. All HODs/MOI/c, LNH.
3. All Section Officers, LNH for necessary action.
4. MOI/c, IT , LNH for uploading on official website
5. Guard File.

  
10/5/25  
Dr. B.L. Chaudhary,  
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