

MOST IMMEDIATE/OUT TODAY

**GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DIRECTOR (ADMIN)
LOK NAYAK HOSPITAL: NEW DELHI-110 002**

No. F.PA/Dir(A)/LNH/2022-23/132

Dated: 15/12/20.

OFFICE ORDER

MD, LNH has directed that all Group 'A' & 'B' Officers, including CoA, ADO, DDO, Accounts/Asst. Accounts Officers, SOs, Officers of Planning Cadre, IT Cadre working on the strength of this Hospital shall mark their attendance daily both via Facial Recognition Biometric Attendance System **as well as in the attendance register manually.**

It has also been directed that Administration Officer shall file a weekly report on every Monday with regard to the attendance of these officers to the undersigned for kind perusal of the MD, LNH.

The attendance shall be monitored daily and late comings and absence shall be dealt strictly as per rules.

Non-compliance of the order shall be viewed seriously.

(Dr. Prafull Kumar)
Director (Admn)

No. F.PA/Dir(A)/LNH/2022-23/

Dated:

Copy for information and necessary action:

1. CoA, Accounts Branch
2. Admn Officer, LNH, MRD Block - to ensure the compliance of these directives and submit weekly report as per directions.
3. Section Officers - E-1/E-II/E-III/E-IV/E-V
- ✓ 4. Asstt. Programmer, IT Cell, LNH for uploading this OO on official website
5. Planning Branch/AD Planning/MRD
6. PS to Medical Director for information of MD
7. Guard File

(Dr. Prafull Kumar)
Director (Admn)