

MOST IMMEDIATE

GOVERNMENT OF NCT OF DELHI
OFFICE OF THE ADDL MEDICAL SUPDT. (ADMN)
LOK NAYAK HOSPITAL: NEW DELHI-110 002

F.No.PA/AMS(A)/LNH/Mis./132/2023-24/157

Dated: 03/06/2024

OFFICE ORDER

Re: Maintaining punctuality/marking attendance

This order is being issued in supersession of this Office earlier Orders of even numbers (No.116 dated 02.05.2024 & 122 dated 06.05.2024) regarding biometric attendance and office timings and; as per directions of MD, LNH.

It is being observed again and again that the officers/officials are not maintaining punctuality in their office timings despite various circulars/office orders issued in this regard previously. It is often seen that they are not adhering to the prescribed office timings and remain absent without the authorization/prior intimation. MD, LNH has shown his displeasure over non-maintaining punctuality in office timings and has accordingly directed that punctuality should be maintained in office without fail and actions as per rules should be taken for the repeated defaulters.

It is again being brought into the notice of all concerned that the attendance shall regularly be marked by officers/officials through Facial Recognition Attendance System (FRAS) installed at different places in the hospital. Attendance can be marked in any machine installed in the hospital. **Further, it is made clear that attendance will be marked both via machine as well as in the attendance register manually.** The concerned Branch Incharges shall monitor the attendance daily and late comings and absence shall be dealt by them strictly as per rules.

Further, all HODs/Branch Incharges (SOs)/Unit Incharges are directed to ensure that all employees under them have registered themselves for FRAS, if not already registered till now. In future no elibe/excuse shall be entertained from any officer/official for not marking attendance/timing of the attendance in the FRAS/biometric system.

Office timings for administrative, medical, paramedical, nursing and other staff shall remain as per earlier orders issued by GNCTD.

Non-compliance of these orders shall be viewed seriously and action as per rules shall be initiated against the defaulters.

(Dr. Prafull Kumar)
AMS(A)/H.O.O

F.No.PA/AMS(A)/LNH/Mis./132/2023-24/

Dated:

Copy for information to :

1. PS to MD, LNH for kind information please
2. All HODs, LNH
3. AMS(M)/DMS(STC)/DMS(A)/All MOI/c/DCA/AD (Plg.) for information please
4. All Section Officers, LNH & STC / Nursing Superintendent, LNH
5. Technical Officer, IT Branch, LNH with direction to upload on the official website
6. Guard File

(Dr. Prafull Kumar)
AMS(A)/H.O.O