

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

No. F.PA/Dir(A)/LNH/2022-23/085

Dated: 22/05/2025

OFFICE ORDER

Re: Maintaing punctuality/marking attendance/completing service book

It is being observed again and again that the officers/officials are not maintaining punctuality in their office timings despite various ciurclars/office orders issued in ths 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 attendance shall invariably be marked by officers/officials through Facial Recognition Biometric Attendance System installed at different places in the hospital. Attendance can be marked in any machine installed in the hospital. ***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 and brought into the knowledge of undersigned daily. ***Monthly salary of all Contractual as well as Outsourced employees shall be calculated on the basis of FRAS as well as manual attendance marked by them and any proposal for payment of their monthly remunerations by their handling Branches shall include a certification that their attendance have been verified from FRAS. In case of regular employees their leaves of all types shall be entered in their leave records which will be completed on monthly basis.***

Further, all HODs/Branch Incharges are directed to ensure that all employees under them have registered themselves for FRAS, if not already registered till now.

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


(Dr. Prafull Kumar)
Director (Admn)

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

Dated:

Copy for information and necessary action:

1. AMS (A)/All HODs/All MO/ICs
2. DCA/DD(A), LNH
3. AD (Planning), All SOs (SO E-1 to E-V, SO-Gen, SO-Legal, SO-MRC), etc.,
4. AD(Plannng)/Asstt. Programmer, IT Cell, LNH for uploading this O/O on official website
5. PS to Medical Director for information of MD, LNH
6. Guard File

/

(Dr. Prafull Kumar)
Director (Admn)

