

No. 34

Dated 12-03-2024

ORDER

It has come to the notice of competent authority that some of the employees are not marking their biometric attendance in time, also they do not mark their IN/OUT attendance in the working day. Whereas, the directions/instructions are issued from time to time regarding marking the biometric attendances.

Marking of attendance time in Biometric Machines/System in the Morning is at 09:30AM and in the Evening is at 05:30PM and this was conveyed to all officers/officials of Chandigarh Housing Board including field staff. Though, due to the marking of attendance biometrically, the punctuality of employees has improved a lot, yet, it has been noticed that still there are some employees, who are habitual of coming late. Therefore, it is hereby directed that in future, if any employee has marked late attendance for consecutive 3 days, then 01 day leave will be deducted from his/her leave account and in addition suitable action against him may also be taken to improve his/her punctuality in the public interest.

Dated: 07.03.2024

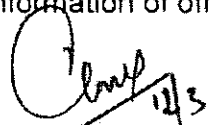
Chief Executive Officer,
Chandigarh Housing Board,
Chandigarh

Endst. No. HB(S)/EAIV/2024/1445576

Dated 12-03-2024

A copy is forwarded to the following for information and necessary action to convey the above directions to all employees working under their respective control:-

1. The Chief Engineer/Superintending Engineer-I/II, Chandigarh Housing Board.
2. The Executive Engineer-I/II/III/IV/V-Elect./VI/VII-PH.Divn./Enf/EE-IT/Arch., CHB.
3. The Chief Accounts Officer-I/II/III/IV/Colony/Reception/SO-I/II CHB.
4. The SLO, Manager Records Room, Computer In-charge, CHB.
5. P.A. to Chairman/C.E.O/ Secretary, CHB for kind information of officers.
6. Office order file.


Administrative Officer,
Chandigarh Housing Board,
Chandigarh