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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF FOOD SAFETY
8TH FLOOR, MAYUR BHAWAN,
CONNAUGHT PLACE NEW DELHI

F.No. 7(303)/Misc/DoFS/2017/Admn. 13952-55

Dated:- 19/12/25

OFFICE ORDER

Subject:- Ensuring Punctuality in Office.

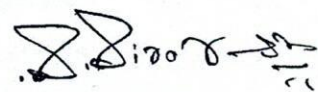
It has been observed that some officer and officials are not adhering strictly to the prescribed office timings. Punctuality is an essential aspect of government service, as it ensures timely disposal of official work and efficient public service delivery.

In view of this, all officers and officials are hereby directed to strictly maintain the prescribed office hours, i.e., 10:00 A.M. to 06:30 P.M., and mark their attendance in the attendance register and biometric system immediately upon arrival and at departure.

Branch Incharges shall monitor punctuality regularly. Any habitual late-coming or early departure will be viewed seriously and may invite disciplinary action as per the relevant rules.

In exceptional circumstances requiring late arrival or early departure, prior permission must be obtained from the competent authority.

All concerned must comply with this order with immediate effect.


(Head of Office)

2044/CFS
19/12/2025

To

1. All Branch Incharges
2. All Officers / Officials / Contract Staff through Branch Incharges
3. WhatsApp Groups

Copy to:-

✓ PS to Commissioner (FS)

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