



भारत सरकार/GOVERNMENT OF INDIA

कौशल विकास और उद्यमशीलता मंत्रालय/  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय/  
REGIONAL DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

राष्ट्रीय कौशल प्रशिक्षण संस्थान /NATIONAL SKILL TRAINING INSTITUTE

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No. NSTIM.A/13011/1/2021/Adm/1128

Dated: 15.11.2022

**OFFICE ORDER**

In pursuance to DGT letter No.A-44011/03/2022/Estt dated 02.11.2022 regarding punctuality in attendance, the following guidelines as given below are to be followed strictly by all the Officers and Staff members of RDSDE, NSTI(G), NSTI(W), Mumbai and NSTI(W), Goa:-

1. All the Officers and staff shall remain present in office during working hours i.e 9.00 a.m to 5.30 p.m or as per their assigned working hours. Permission for late attendance should to be obtained from the concerned Incharges/Officers in advance.
2. All the Officers and staff should mark their attendance in Biometric attendance System regularly.
3. Late attendance upto an hour due to unavoidable reasons on not more than two occasions in a month will be permitted. However, suitable disciplinary action will be taken in addition to debiting leave against habitual late comers.
4. Half a day's leave in the forenoon will be allowed only on prior application.

Non compliance of the above instructions will be viewed seriously by the undersigned.

*K.P. Patel*  
15/11/2022

**(KETAN P. PATEL)**

JOINT DIRECTOR OF TRAINING/HOD

(केतन पी. पटेल)

प्रशिक्षण/विभागाध्यक्ष के संयुक्त निदेशक

Copy to:

1. All the staff members of RDSDE, NSTI, Mumbai by circulation.
2. Principal, NSTI(W), Dadar, Kashinath Dhuru Marg, Mumbai-28.
3. Principal, NSTI(W), Goa.
4. Dy Director/HOO, NSTI, Mumbai.
5. Dy Director/A.O, RDSDE, Mumbai.
6. Esstt.Section/Admin. Section, NSTI, Mumbai.
7. P.A to RD, RDSDE, Mumbai.
8. Notice Boards, NSTI, Mumbai.

No. A- 44011/03/2022-Estt.  
Government of India  
Ministry of Skill Development and Entrepreneurship  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi-110001.  
Dated: 02/11/2022

Circular

Subject: Punctuality in attendance-regarding

It has been observed that some of the officials of MSDE are not maintaining punctuality in attendance. The bio-metric attendance record of these employees indicates that they are habitual latecomers. Moreover, no leave is applied for the day of absence as per the records available in Establishment Section. Secretary, MSDE has viewed this very seriously and has sought details of all such officials.

2. In this regard the guidelines on punctuality in attendance are stipulated below for reference and strict compliance:

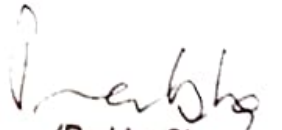
(i) All the officers and staff shall remain present in office during working hours i.e. 9.00 a.m. to 5.30 p.m. So every employee of MSDE is expected to be in office during these hours unless a special permission for late attendance has been obtained. Persons reaching office within ten minutes of the opening hours are nevertheless late. Such late coming may be condoned unless it becomes a matter of frequent recurrence.

(ii) All officials shall mark their attendance in Biometric Attendance System regularly without fail.

(iii) Half a day's leave shall be deducted for each day's late attendance. Late attendance upto an hour on not more than two occasions in a month may be permitted, if this is due to unavoidable reasons. However, if the employee is a habitual late comer, suitable disciplinary action may be taken against him/her in addition to debiting leave.

(iv) Half a day's leave in the forenoon may be allowed to on prior application. The practice to leave office early with permission shall be discouraged.

3. In view of above, all MSDE officials are requested to observe punctuality in attendance. Habitual late attendance will be viewed seriously and strict action will be taken against erring officials.

  
(Prabha Sharma)  
Under Secretary(Estt.)

All officers/staff in MSDE

Copy to:  
Sr PPS to Secretary, MSDE

Shri. Anish, NIC  
Noida Board