



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
Integrated Institute of Technology Complex
Sector 9, Dwarka, New Delhi - 110077

F.No.12(107)/DSEU/HR/2020/582

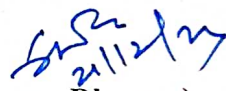
Date: 21/12/23

OFFICE MEMORANDUM

1. It has been observed that some of the officers/staff of the Delhi Skill & Entrepreneurship University and its Campuses are not adhering to the official work hours i.e. 8½ hours (starting at any time between 08.30 a.m. to 07.30 p.m.)
2. In continuation, several oral and written instructions have been issued by DSEU Headquarters, from time to time, requesting stringent observance of punctuality at all levels in DSEU with 8½ hours working day, including an obligatory half an hour lunch break.
3. The extant instructions relating to office hours, late attendance, lunch break etc. are as under: -
 - (a) Early leaving is also to be treated in the same manner as late coming.
 - (b) On not more than two occasions in a month, late attendance up to an hour may be condoned by the Competent Authority (only) if this is due to unavoidable reasons.
 - (c) A person who takes half-a-day's casual leave forenoon session is required to come to office after lunch break. Similarly, if a person takes leave for the afternoon sessions, he can be allowed to leave office at the commencement of the lunch hour.
 - (d) The half an hour time-limit for lunch break should be scrupulously observed not only by the subordinate staff but also by the supervisory officers.
 - (e) **Habitual non-observance of scheduled hours for attending office is highly objectionable and will amount to lack of devotion to duty, thus attracting Rule 3(1)(ii) of the CCS(Conduct) Rules, 1964.**
 - (f) **Half-a-day's casual leave shall be debited to the casual leave account of the officer/staff for each late attendance without intimation to the employee. Suitable disciplinary action may be taken against the concerned employee in addition to debiting half-a-day's casual leave if he/ she is persistently/habitually attending late. If an official who has no casual leave to his credit comes late without sufficient justification and the administrative authority concerned is not prepared to condone the late coming but does not, at the same time, propose to take disciplinary action, the official will be treated as on unauthorized absence for the day on which he comes late and the employee may apply for Earned Leave or any other kind of leave due and admissible for the entire day or face the consequences of unauthorized absence.**

4. Further the salary w.e.f. 01.01.2024 of the staff of University and its Campuses shall be strictly released on the basis of Bio-Metric Attendance. All the Campus Directors are directed to send the duly verified Bio-Metric Attendance of regular/deemed deputation/deputation staff by 25th day of every month for processing the salaries to the Admin Branch of the University. (General Cycle of Attendance shall be 25th day of previous month to 24th day of succeeding month).
5. All the Section Head/In-charges are directed to send the CL/EL/HPL etc. leave records to the Administration Branch on the last working day of each month to reconcile the records.
6. **Further, Accounts Branch of DSEU, HQ is directed to release salaries of the regular as well as contractual staff of the University and its Campuses only after receiving biometric attendance forwarded by the Admin Branch, DSEU, HQ.**
7. All Officers/Staff of DSEU and its Campuses are requested to adhere to the above-mentioned norms and guidelines for attendance and punctuality on a strict basis.
8. This is to clarify that attendance parameters/adherence for faculty shall be in accordance with UGC regulation 2018.

This issues with the approval of the Competent Authority, DSEU


(Prof. Gagan Dhawan)
Registrar

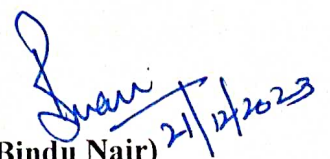
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Copy to:

1. DCA/DDO, DSEU for compliance of point no. 05
2. Deputy Registrar (HR)
3. Jt. Director (PR)
4. Jt. Director (Academics)
5. All OSDs, DSEU
6. All Campus Directors, DSEU
7. All Section Head/In-charge of DSEU
8. AR (IT) to upload on website
9. All ARs DSEU
10. PS to VC, DSEU
11. PA to Registrar, DSEU
12. Notice Board
13. Guard File

With a direction to circulate the order among staff under them and promote punctuality.


(Bindu Nair) 21/12/2023
Dy. Registrar