Through e-mail

Z. 25013/03/2020 Adm. I
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
Admn.I Section

Nirman Bhawan, New Delhi
dated the 28th May, 2020.

CIRCULAR

In pursuance of MHA and DoPT guidelines issued from time to time, it has been decided that attendance of staff in respective Sections/ Units/ Cells will, henceforth, be monitored by concerned Section Officer/ Section Heads. Accordingly, all sections are required to maintain the attendance register.

2.   In addition to above the section heads/ Dy. Directors will also send the attendance details of staff in Sections/ cells under his control before 01.00 p.m to his immediate superior officer and the said attendance details may be checked by Director or same level officer and sent to Adm. I Section by 03.00 p.m so that a consolidated attendance record could be maintained in Adm. I Section.

3.   Similarly, Sr. PPS/ PPS/PS/ PAs attached with the senior officers should also maintain the attendance of the staff attached with the officers concerned.

4.   All are, therefore, requested to cooperate with Admn. Divn. on the above front so that attendance record could be maintained properly and leave or other records be updated from time to time. The attendance details may be sent to arindam.banerjee@nic.in as per proforma attached.

This issues with the approval of DGHS.

Encl : As above.

(Jitender Singh)
Dy. Director (Admn.)
Tel : 2306-2814

To,

All officers up to the level of Section Officer with the request to bring above arrangement to the notice of all concerned and also act accordingly.

Copy to :

1. Sr. PPS to DGHS.
2. DD (GA) for uploading on website.

Proforma for maintenance of attendance

Name of Section/ Cell

Date:

Sl. No.	Name of Officer	Designation	Residential address	whether present/ absent	If absent, reasons thereof	whether intimation/ leave application received