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A.44018/1/2019-Admn.-I-Part(1)  
Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
Administration-I Section

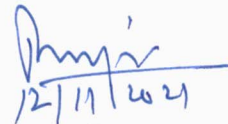
NirmanBhawan, New Delhi  
Dated the 12<sup>th</sup> November, 2021

**Circular**

**Subject: Punctuality of attendance and marking of attendance in AEBAS.**

It has been observed that some Officers/Officials in this Directorate are not marking attendance in Bio-metric attendance system. It has also been observed that those who are marking attendance are either coming late or leaving office early. This has been viewed seriously and not acceptable at all.

2. All Officers and Staff of this Directorate are, therefore, directed to mark their attendance in Bio-metric attendance machine and follow the office timing strictly.

  
12/11/2021

(Arindam Banerjee)  
Deputy Director (Admn.)  
011-23063539

To

All Officers/Officials of Dte.GHS.

Copy to

1. Sr. PPS to DGHS
2. PS to JS(RM)
3. PA to Director (HQ)