



Memo No.Ch-39 /GM/Admn./Gen-38/Vol-III

Dated: 19 .11.2012

To

1. All C.G.Ms. in DHBVN.
2. All G.Ms. in DHBVN.
3. The C.G.M. (Accounts)/(Audit)/(Finance)/(Finance & Accounts (MM), DHBVN, Hisar.
4. The Company Secretary, DHBVN, Hisar.
5. The Chief Communication Officer, DHBVN, Hisar.
6. The Secretary/CGRF, DHBVN, Hisar.
7. All D.G.Ms. including DGM(T&M)/(Monitoring)/Estate Officer-cum-D.G.M. (Civil) in DHBVN
8. The D.G.M. (HR-I/HR-II/HR/IR/Legal) in DHBVN.
9. All the Law Officers/Assistant Law Officers in DHBVN.
10. All Sr. Medical Officer/Medical officers in DHBVN.
11. The Sports Officer, DHBVN, Hisar camp at Gurgaon.
12. All Sectional Heads at H.Q. at Hisar.

**Subject: - Punctuality in office time.**

It has come to the notice of the worthy C.M.D. that most of the officers/officials are habitual of coming late in the office, in morning hours and left the office early in the evening hours which has been viewed very seriously by the worthy C.M.D. It has been desired by the worthy C.M.D., DHBVN, that every officer/official should attend the office in time and a movement register be maintained, where, every movement be registered while leaving the office by the officer/official.

It has further been desired by worthy CMD that surprise checking of the offices may also be made by the concerned officer incharge and disciplinary action against the personnel found absent without any leave may be taken under intimation to this office.

  
**G.M. (Administration)**  
**DHBVN, Hisar**

CC:-

1. Sr. PS to the Chairman & Managing Director, DHBVN.
2. PS/PA to the Additional Managing Director, DHBVN, Hisar.
3. PS to the Director(OP)/(Projects), DHBVN, Hisar.
4. PA to the GM/Admn., DHBVN, Hisar.

for information please.