

OFFICE ORDER

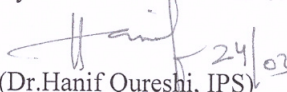
It has been observed that some of Officer(s) / Official(s) are coming late in the office and some time Officer(s) / Official(s) are not available when they are called. It has also been observed that some time the senior officer(s) do not know about their presence in the office and whether the Officers / Officials working under them are on leave or present in the office.

Therefore, the following standing instructions are hereby issued to all the Officer(s)/ Official(s) of DNRE/HAREDA for strict compliance in letter and spirit:-

1. All the Officer(s) / Official(s) may ensure their presence in the office from 9:00 A.M. to 5:00 P.M.
2. All the Officer(s) / Official(s) may ensure marking their presence (**initials** instead of marking **P**) in physical attendance register in accordance to govt. instructions issued vide letter no. 6/14/2015-MC dated 11/05/2020 and order of this Directorate issued vide Endst No. DNRE/Admn-2020/1694-96 dated 27/05/2020.
3. In case, any Officer / Official found irregular in marking attendance in physical register after 9.30 A.M. they will be treated on Short casual leave and late attendance shall be treated debited to casual leave account under Rule 78 below Chapter-XIV of Haryana Civil Services (Leave) Rules 2016, besides action against the late comer officer(s) / official(s) as deemed fit. The Officer(s)/Official(s) coming late in the office after 9:30 A.M. will mark their presence with time in the physical attendance register available with PA/DG, NRE.
4. In case, any Officer(s)/Official(s) leaves office for office work, it should be in the knowledge of his/her reporting officer and the officer/official concerned shall also make the necessary entries in the movement register available with PA/DG, NRE.
5. Receptionist is directed to send all the attendance registers of DNRE/HAREDA to PA/DG, NRE at 9:30 A.M. every day.

Further, the Government has issued instructions for submission of leave through HRMS portal. All the officer(s) / official(s) should submit their casual leave & other leave through **Intraharyana** portal as per instructions of State Government vide letter no. 62/31/2020-6GS-I dated 30/06/2020 by creating their account on intraharyana portal i.e. <http://intrahry.gov.in> with the help of Programmer.

Any negligency on the part of any Officer/Official will be viewed seriously.

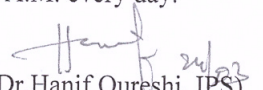

(Dr. Hanif Qureshi, IPS)
Director General

New & Renewable Energy Department, Haryana

Endst. No. DNRE/Admn-2021/ 4044.48 Dated Panchkula, the 24.03.2021

A copy of above orders is endorsed to the following for strict compliance:-

1. All the Officer(s) /Officials of DNRE/HAREDA including contractual employees.
2. PA/DG, NRE for compliance.
3. Programmer, DNRE for uploading on the department website.
4. Receptionist is directed to send all the attendance registers of DNRE/HAREDA to PA/DG, NRE at 9:30 A.M. every day.
5. Notice Board.


(Dr. Hanif Qureshi, IPS)
Director General

New & Renewable Energy Department, Haryana