

OFFICE ORDER

In suppression of earlier order(s) issued vide Order Endst. No. DNRE/Admn-2021/4044-48 dated 24/03/2021 and Order Endst. No. DNRE/Admn-2021/6781-85 dated 23/06/2021 whereby it was emphasized that the officer(s)/official(s) of the Department/HAREDA to ensure marking their presence in time in the physical attendance register. It is observed by the competent authority that these instructions are not being complied, hence the following standing instructions are being reiterated:-

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 Admin Branch of NRE/HAREDA.
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 Receptionist.
5. Before proceeding on official tour, the officers/officials are directed to endorse a copy of tentative tour programme duly approved by the competent authority to the Admin Branch of the Department/HAREDA.
6. All the officer(s) / official(s) are directed to submit their casual leaves & other leaves through **Intraharyana** portal as per instructions of State Government issued 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>.

Any negligency on the part of any Officer/Official will be viewed seriously and disciplinary action shall be taken as deemed fit.

Dated: Panchkula, the
20th July, 2021

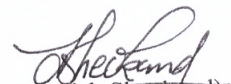
Dr. Hanif Qureshi, IPS
Director General New & Renewable
Energy Department, Haryana

Endst. No. DNRE/Admn-2021/ 8239 - 43

Dated Panchkula, the 22/07/2021

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

1. All the Officer(s) / Officials of DNRE/HAREDA including contractual employees.
2. PS/DG, NRE for kind information of W/DGNRE/HAREDA, please.
3. Programmer, DNRE for uploading on the department website.
4. Receptionist is directed to send the attendance registers of DNRE/HAREDA to respective Admin Branches by 9:30 A.M. every day.
5. Notice Board.


(Jagdish Sheokand)
Superintendent

for Director General, New & Renewable
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