

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRADE AND TAXES
(ADMINISTRATION BRANCH)
VYAPAR BHAWAN, I.P ESTATE, NEW DELHI-110002**

F.IV/42/T&T/Admn./Misc./2025/8464-67

Dated: 23/7/25

CIRCULAR

Several instances have come to the notice of the Competent Authority that GSTIs/ Field Functionaries to whom the physical verification visit of 'High Risk Score' Registration Application are marked, are not submitting the verification reports on time and in some cases the report is submitted with remarks that the address mentioned in the ARN is not in their jurisdiction.

The Competent Authority has taken a serious note of the aforementioned conduct of officials and directed that it is imperative upon the GSTI to whom the visit is marked, to conduct the visit and submit the report timely.

Any dereliction shall be viewed adversely and invite strict action as per rules.

ASSISTANT COMMISSIONER (Admn.)

F.IV/42/T&T/Admn./Misc./2025/8464-67

Dated: 23/7/25

Copy for information and necessary action to:-

1. PS to Commissioner (T&T), Deptt of Trade & Taxes, Delhi.
2. PS to All SCTTs/ACTT/JCTT, Deptt of Trade & Taxes, Delhi.
3. Officers/Officials concerned.
4. Guard file.

ASSISTANT COMMISSIONER (Admn.)

GOVT. OF NCT OF DELHI
DEPARTMENT OF TRADE AND TAXES
ADMINISTRATION BRANCH
6TH FLOOR, VYAPAR BHAWAN: NEW DELHI-110002

F.IV/38/T&T/HR/Bio. Attendance/2024/8269-8272

Dated: 18/7/25

ORDER

Attention is invited to this office's Circular No. F.IV/38/T&T/HR/Bio. Attendance/2024/ 7840-7843 dated 03-07-2025 vide which all the employees were directed to strictly follow the official working hours and maintain regular and timely attendance using the Biometric Face Recognition System as well as attendance register of concerned branches/wards.

In this regard, the Competent Authority has observed that many employees are still not adhering with instructions issued vide above mentioned circular dated 03-07-2025 and are reaching late in the office.

It is, therefore, once again reiterated to all the officers and officials of the department to observe punctuality and maintain discipline during official working hours. Further, officers and officials who have not enrolled in Biometric Face Recognition System are directed to get themselves enrolled in the system by visiting the Administration Branch, DT&T.

Further, late arrival to duty will lead to **deduction of leave** and may also attract disciplinary action under the **CCS (CCA) Rules, 1965**, for violation of provisions under the **CCS (Conduct) Rules, 1964**.

Non-compliance with the above instructions will be dealt with strictly, as per rules.

This issues with the prior approval of the Competent Authority.

18/7/25
ASSISTANT COMMISSIONER (Admn.)

F.IV/38/T&T/HR/Bio. Attendance/2024/8269-8272

Dated: 18/7/25

Copy forwarded for information and necessary action to:-

1. PS to Commissioner (T&T).
2. All SCTTs/ACTTs/JCTTs, Deptt. of Trade & Taxes.
3. All officers/officials through Zonal In-charges and Branch In-charges.
4. Guard File.

18/7/25
ASSISTANT COMMISSIONER (Admn.)