

F.No.16011/2/2006//A1/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING
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Puducherry dt: 25-08-2011

OFFICE MEMORANDUM

Sub: ARW- Observance of Punctuality in the Government offices-surprise checks – Instructions –Issued.

Ref: This office I.D.Note /Circular even No. dt.8-9-2006 and 17-05-2007.
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Kind attention is invited to the I.D.Note /circular cited on the subject mentioned above.

2. Of late, it is brought to the notice that many Government servants are not punctual in attending their office, as per the office hours prescribed by the Government viz. 08-45 AM to 1.00 P.M and 2.00 P.M to 5.45 PM. It has also been frequently reported that Government Servants are not found in their respective place of work/work spot during office hours and leave office on personal reasons before closure of the office unauthorisedly or on flimsy grounds. Such habitual late attendance and negligence or neglect of work on the part of Government Servants will amount to misconduct and thus violation of provisions of the CCS (Conduct) Rules, 1964, inviting disciplinary action. The instructions given under para 7.4 to 7.6 in Chapter VII of the Manual of Office Procedure are, extracted and given below:-

Late Attendance:

A Government servant requiring permission to attend office late, must apply for it, before hand wherever possible. Permission for late attendance on flimsy grounds will not be usually granted. Frequent late attendance even with prior permission is not conducive to the efficient transaction of work and should therefore be discouraged.

Penalty of Late Attendance:

Half a day's casual leave is to be deducted from a Government servant's casual leave account for each day's late attendance. Late attendance upto an hour on not more than two occasions in a month may be granted by the competent authority, if he is satisfied that it is due to unavoidable reasons.

3. In order to prevent late attendance and unauthorized absence by Government Servants, the Secretaries/Special Secretaries to Government, the Heads of Departments/Offices are directed to make surprise checks in the offices/sections functioning under their control, periodically, say twice in a month. A Report of such surprise checks made, may be furnished to this office, for record. The Administrative Reforms Wing, will also make surprise checks and submit report to the undersigned periodically.

Sathiyavathy
23/8/2011.

(M. SATHIYAVATHY)
CHIEF SECRETARY TO GOVERNMENT

To

1. The Secretaries /Special Secretaries to Government.
2. All Heads of Departments/Offices.
3. All Secretariat Sections.

Copy to

1. The Secretary to Lt. Governor, Puducherry.
2. The Private Secretary to Chief Minister/Ministers, Puducherry.
3. The Collector Puducherry/Karaikal.
4. The Regional Administrator, Mahe/Yanam