

## CIRCULAR

### Subject: - Punctuality in attendance

Punctuality is a wonderful trait of a person which is admired and respected. Observance of punctuality at the workplace is more important because it is here that one gets paid for the hours he/she puts in.

2. Every member of the Staff/Officer is expected to be in his or her seat and to start work by 09.00 a.m. unless he/she has previously obtained special permission for late attendance. Ten minutes grace may be allowed in respect of arrival time to cover any unforeseen contingencies. Persons reaching office during this period of grace are nevertheless late but such late coming may be condoned unless it becomes a matter of frequent occurrence. Half a day's casual leave is to be deducted from a Government Servant's Casual Leave Account for each day's late attendance.

3. However, it is seen that despite issuance of instructions from time to time with regard to the need to observance of punctuality, it is noted that most of the officers and staff do not observe punctuality. This unpleasant situation has been taken note of and viewed seriously by Secretary (CA). In this connection attention is invited to Rule 3(1) (ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government Servant shall maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against Government servant. It is also added that punctuality in attendance is to be observed by Government servant at all levels.

4. To ensure punctuality by all, the following instructions are reiterated for scrupulous compliance by all officers and staff:

- (i) All Officers and staff should mark attendance on the Biometric Attendance System (BAS) without fail. All are expected to be in their seat by 9.00 AM unless he/she has previously obtained special permission for late attendance.
- (ii) Those officers/staff who are still not registered on the BAS are directed to register themselves without fail.

- (iii) In the event of any technical glitch in the system, attendance may be marked in the Register maintained in the Admn.I.
  - (iv) Late coming must always be reported to the immediate controlling officer and for any lapse on this account, the Officer/staff concerned would personally be responsible.
  - (v) Attendance in the Biometric Attendance System would be monitored on regular basis and the cases of habitual late comers would be submitted to the Secretary (CA) for appropriate administrative action.
  - (vi) Surprise attendance check at all levels would also be undertaken.
5. The above instructions may be noted by all concerned for strict compliance.



(A ASHOLI CHALAI)

Joint Secretary to the Government of India

To

1. All Officers/staff
2. PSO to Secretary(CA)
3. E-Governance Cell with the request to post it on Ministry's website

**Copy for information and necessary action to:**

All Regional Directors with the request to ensure punctuality in all offices under their administrative control.