

MOST IMPORTANT

**GOVERNMENT OF MANIPUR
OFFICE OF THE DEPUTY COMMISSIONER/DM: THOUBAL**


**OFFICE MEMORANDUM
Imphal, the 18th November, 2013.**

No.1/23/DC(TBL)/86(Pt-I): Despite regular checking of the attendance registers and the respective offices of different sections of the office of the undersigned, it has come to the notice of the undersigned that employees of all categories of this office including some of the officers are found attending office very late after the prescribed normal office hours of attendance and also are found leaving the office early without obtaining specific permission. It has also been observed that some staff has neglected to sign the attendance register, which is obligatory. Late attendance after the normal office working hours without any permission/authority frequently or habitually also amounts to lack of devotion to one's duty and is highly objectionable and attracts Rule 3 (i) (ii) (iii) of the CCS (Conduct) Rules, 1964. Such habit of late coming not only shows the irresponsibility on the part of the Government servant but has also seriously affected normal functioning of the Office.

2. In order to maintain proper office discipline and to ensure that the assigned duty/work is attended to properly and timely by the officials and staff of this office, the following instructions/directions are circulated and re-iterated once again for information and compliance by all concerned: -

- i) all staff including Officers shall attend office regularly in time;*
- ii) the staff shall immediately sign the attendance register on their arrival as well at the time of departure after the office hours;*
- iii) during office working hours, they shall not leave their seats and devote their attention to their respective duties;*
- iv) if due to unavoidable circumstances they could not attend office in time , they must apply for casual leave or seek permission from the competent authority;*
- v) half a day's casual leave should be debited from the casual leave account of the Government servant for each late attendance. However, late attendance up to one hour or not more than two occasions in a month may be condoned in cases of unavoidable reasons/compelling circumstances;*
- vi) if a staff does not sign the attendance register even though he or she is present, it will presumed that he/she is found absent;*
- vii) if an official is found absent from duty without obtaining permission from the competent authority, he/she shall not be entitled to any pay and allowances during the period of such absence under proviso to F.R. 17 (1).*

3. All staffs are, therefore, directed to take note of the above instructions/directions and strictly adhere to the above orders with immediate effect. Violation of the above directions by any Officer/Staff will be viewed seriously and strict disciplinary action as deem fit shall be taken against the delinquent officials under rules without further information and warning. The Sub-Deputy Collector (HQ), Thoubal shall report any such cases to the undersigned on a weekly basis for initiating appropriate action under the rules.


(T. Ranjit Singh)
Deputy Commissioner/DM,
Thoubal District

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Memo No. 1/23/DC(TBL)/86(Pt-I):

Thoubal, the 18th November, 2013.

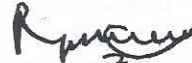
Copy to: -

1. Secretary to Hon'ble Chief Minister, Manipur.
2. Staff Officer to Chief Secretary, Govt. of Manipur.
3. Addl. Chief Secretary (Finance/Planning), Govt. of Manipur.
4. Chief Electoral Officer, Manipur.
5. Commissioner (Revenue), Govt. of Manipur.
6. Addl. District Magistrate, Thoubal.
7. Project Director, DRDA, Thoubal.
8. Chief Executive Officer, Thoubal Zilla Parishad.
9. Sub-Divisional Officers, Thoubal, Kakching & Lilong.
10. Block Development Officer, Thoubal & Kakching.
11. DIO, NIC, Thoubal District.
12. District Supply Officer (CAF & PD), Thoubal.
13. All Sub-Deputy Collectors, Thoubal District.
14. Election Officer, DC/DEO's office, Thoubal.
15. Branch Officer (Establishment), DC's Office, Thoubal.
16. Assistant Survey & Settlement Officers, Thoubal-I & II, Thoubal District.
17. All Officers/Staff posted at DC's office, Thoubal.
18. Notice Board.
19. Guard file/Order Book.

Copy for information to:-

1. Adhyaksha, Thoubal Zilla Parishad, Thoubal.
2. **All District Level Officers posted in Thoubal District.**

They are requested to inform their staff to comply with the above instructions/directions and take appropriate necessary action against the defaulting/delinquent officials/staff as deem fit under intimation to DC/Thoubal.



(T. Ranjit Singh)

Deputy Commissioner/DM,
Thoubal District