

Indira Gandhi National Centre for the Arts

(Sutradhara Division)

Circular

Date: 02/05/2013

Sub: Attendance and punctuality

Regular attendance and punctuality are very important in maintaining a normal work schedule and quality of services. All the officers /staff and persons engaged on contractual basis are expected to be punctual and to remain on their job during working hours.


However, incidents of late coming/leaving the office early without prior permission and absenteeism have been noticed in the office. This is a serious matter and deserves the personal attention of all HoDs and officers concerned. All the HoDs/officers concerned should check punctuality of their division/unit regularly so as to ensure utmost discipline. Action is to be initiated against habitual late comers and unauthorised absentees

In order to maintain punctuality and prompt action against the defaulters, the following procedure may be observed by the HoDs/officers concerned for compliance:

- (i) The office timing 9.00 a.m. to 5.30 p.m. and lunch hours 1.00 pm to 1.30 p.m should be observed strictly.
- (ii) HoDs should nominate one officer for punctuality drive in their offices and should set up their own mechanism for inspecting the attendance/attendance register. The attendance register should be checked regularly and the controlling officer should put his/her initials as a token of checking the attendance register.
- (iii) Attendance register should be kept open for inspection by the checking team.
- (iv) Half day CL may be deducted as per rules in case of late coming without intimation and justification.
- (v) The tendency of leaving office during office hours and before the closing time should be firmly discouraged.
- (vi) The names of the defaulters should be sent to the Administration for initiating disciplinary action.

All the HoDs /controlling officers are requested to please ensure compliance of the order in true letter and spirit. The content of the circular may also be brought to the notice of all staff members under respective division/units.

This issues with the approval of Joint Secretary (Admin).


02/5/13
(K.C.Pandey)

Under Secretary (Admn.)

Copy to:

1. PA to Member Secretary
2. PA to Joint Secretary
3. PA to Director (Admn.)
4. All HoDs
5. CAO