



NO. 1-1(18)/2005-AR  
ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT

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Port Blair, dated the 26th April, 2006.

CIRCULAR

Sub:- Maintenance of punctuality in office timings by Govt. employees under the Administration – reg.

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I am directed to mention that observance of punctuality in office timings by all Govt. employees is a vital tool to make the Administration more responsive and accountable. The prevailing office timings for all Departments/Offices under the Administration are from 0830 hrs. to 1700 hrs. with half an hour lunch break on all working days from Monday to Friday every week. But it has been observed that the prescribed office timings including lunch break of half an hour are not being followed strictly by the employees posted in the Secretariat.

2. It is necessary that supervisory level officers maintains close watch on the observance of punctuality by all concerned. Attendance registers have to be maintained by the Section-in-Charge in all Sections in the Secretariat, wherein the time of arrival of each staff should be recorded invariably and put up them to the concerned Assistant Secretaries/Branch Officers before 0845 hrs. on all working days. Similarly, each staff has also to record the time of his/her departure in the attendance register at the time of leaving the office.

3. Periodical surprise checks need to be conducted by the concerned Assistant Secretaries/Deputy Secretaries/Special Secretaries/Secretaries to ensure that all staff strictly adheres to the prescribed office timings on all working days.

4. In case an employee, who is frequently or habituated in attending office late on all working days, half day's casual leave should be debited to his/her casual leave account for late attendance. If such employee is not observed punctuality in the succeeding working days, suitable disciplinary action should be taken against him/her in addition to debiting half day's casual on each occasion of such late attendance.

4. All employees posted in all Sections in the Secretariat are directed to adhere to the prescribed office timings on all working days without fail. A team from the AR Wing has been asked to make random inspections in all Sections in the Secretariat among other departments under the Administration to enforce the office timings strictly.

  
(Elsy John)

Assistant Secretary (AR)

To

1. All Special Secretaries/Deputy Secretaries, A & N Administration.
2. All Assistant Secretaries, A & N Administration.
3. All Sections-in-Charge, Secretariat

Copy to:

1. PS to the Chief Secretary, A & N Administration for kind information of the Chief Secretary.
2. PS/PAs to all Commissioners-cum-Secretaries/Secretaries, A & N Administration for kind information of the concerned Commissioners/Secretaries.

  
Assistant Secretary (AR)