



रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद-500 009

Office of the Controller of Defence Accounts

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To

All Sub Offices (as per standard list)
All GOs/SAOs/AOs in MO
All Sections in M.O

Sub: Punctuality in Attendance - regarding.

Of late, it is observed that there has been deterioration in the matter of **punctuality in attendance**. The practice of coming to office late, leaving office before closing time etc., continues to persist amongst some of the staff members of sections/offices. This is against the decorum and punctuality expected of the employees.

Further, it has also been observed that most of the AAO/SAO/AO's are not checking the attendance of staff properly and submitting the Attendance Registers to the Admn Section in a casual manner.

It is stated that prescribed normal hours of attendance are from 9.15 A.M. to 5.45 P.M. (or other official hours of opening/closing as prescribed for sub offices) with a lunch break of half an hour from 1.15 P.M. to 1.45 P.M. Every employee is expected to be in his/her seat by 9.15 A.M. sharp. Non adherence of the office timings will be viewed seriously. The following procedure as stipulated in the Manual shall be followed in marking the attendance in the register.

At 9-15 A.M. (or other official hours as prescribed for sub offices), the attendance register will be marked as under:-

Initial - for those present.

"CL/EL/HPL" for those granted casual leave, earned leave, HPL etc.

"RH" - for those permitted to avail themselves of restricted holiday.

"HL" - for those granted half a day's casual leave for the forenoon session

"CCL/PL" - for those granted child care leave/Paternity Leave

"L" - (in red ink) for others not present.

The attendance register will be initialled by the A.A.O. of the Section and submitted immediately to the SAO/AO/ACDA in- Charge by 9.20 A.M. (i.e., within five minutes of the official hour of opening the office) duly endorsing the markings mentioned above.

At 10-15 A.M. (i.e. one hour after the official hour of opening the office) in respect of persons marked "L", who have not arrived till then, the symbol "A", (in red ink) will be added after "L".

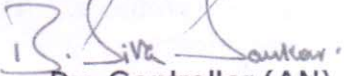
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All persons attending office late will report to the SAO/AO/AAO immediately on arrival and have their time of arrival noted in the attendance register. They must also submit an application stating the reasons for late attendance.

Late attendance upto an hour at a time and on not more than two occasions in a month may be condoned by the Competent Authority at their discretion in exceptional cases after satisfying themselves that it was for genuine and unavoidable reasons. For each late attendance not so condoned, half-a-day's Casual Leave will be debited to the Casual Leave account of the individual. In case where a government servant wishes to leave early, however, it will be necessary for him to obtain half-a-day's casual leave (in the afternoon) and he should not be allowed to leave the office early with permission. If forfeiture of half a day's casual leave for each occasion of late attendance not condoned does not ensure punctual attendance, suitable disciplinary action may be taken in addition.

The contents of this Important Circular may be noted by all officers & staff.


Dy. Controller (AN)