

**GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL ::: PERSONNEL (B)
DISPUR::: GUWAHATI**

No. ABP.68/92/104

Dated: Dispur, the 16th August, 2006

OFFICE MEMORANDUM

Subject: Punctuality in attendance.

Instructions have been issued from time to time stressing the need for ensuring punctuality in attendance and application to duties on the part of Government employees in the State Govt. offices vide O.M.s No ABP.163/82/56 dtd. 8-12-84, No ABP.68/92/16 dtd.4.7.1992, No ABP.68/92/21 dtd.9.7.1992, No ABP.68/92/44 dtd.17.8.1993, No.ABP.68/92/51 dtd.24.5.1994 and No ABP.68/92/88 dtd.1.7.2005.

In spite of clear instructions contained therein, it is seen that observance of punctuality in attendance as well as departure in the Govt. offices have not improved at all, resulting in adverse media reports and public criticism. The Govt. has taken serious view on the matter. The continuing lack of observance of office timings in respect of arrival and departure has affected the overall performance of the all departments causing delay in all matters specially in the implementation of various dev. schemes and Projects for the welfare of the public.

It is, therefore, impressed upon all concerned to strictly adhere to the Govt. instructions regarding punctuality in attendance and not to leave the head quarter without prior approval of the superior authority as per existing provision of Govt. instructions failing which departmental action will be taken against the erring officials in terms of the Assam Services (Discipline and Appeal) Rule, 1964, read with O.M. No ABP.58/62/228 dtd.5.12.67.

This may be brought to the notice of all concerned.

Sd/- S. KABILAN
Chief Secretary to the Govt. of Assam

No.ABP.68/92/104-A

Dated: Dispur, the 16th August, 2006

Copy to:

1. All Addl. Chief Secretaries to the Govt. of Assam, Dispur.
2. All Special Commissioner & Special Secretaries to the Govt. of Assam
3. All Commissioner & Secretaries to the Govt.
4. All Secretaries to the Govt. of Assam, Dispur.
5. All. Commissioners of Divisions.