

F.No.3/33/2013-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(Sutradhara Division)

CIRCULAR

Date: 1st July, 2013

Sub: Attendance and Punctuality

Reference is invited to the circular dated 2nd May, 2013 regarding regular Attendance and Punctuality for maintaining normal work schedule and quality of services.

Punctuality drives, however, show that the incidence of late coming/absenteeism/leaving the office early without prior permission still persists in the office. During the punctuality drives the following irregularities have been noticed in the attendance registers:

- i) The staff members do not record the time of their arrival and departure along with their signature while marking the attendance in the attendance register.
- ii) Some of the staff members record their signature together in the morning itself in arrival and departure column.
- iii) Some of the staff members record their signature in advance for the next day.

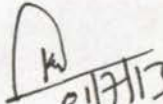
The above irregularities noticed during punctuality drives have been viewed very seriously by the authorities and deserves the personal attention of all concerned officers and HoDs.

All the staff members are hereby requested to record the time of their arrival/departure in the attendance register while marking the attendance. Stern action will be initiated against the officials found recording their signature together in the morning itself in arrival and departure column/recording the signature in advance for the next day.

Further, the attendance register is meant for attendance of regular employees only. The attendance of contractual persons is to be taken in a separate sheet for attendance.

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

This issue with the approval of the Joint Secretary (Admn.)


(K.C. Pandey)

Under Secretary (Admn.)

Copy to:

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