

F. NO. 16011/1/A1/2022/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dt. 25 /10/2022

CIRCULAR

Sub: ARW- Conduct of inspection for verification of punctuality in Attendance- Reg.

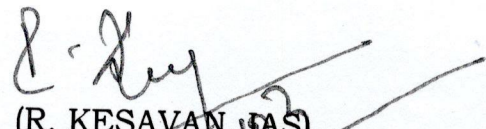
Instructions have been issued from time to time with regard to the need to observe punctuality by Government Servants. Of late, complaints have been received that the Staff including that of Public service oriented Departments are not found in their seat even after lapse of more than one hour of commencement of scheduled office hours.

2. Punctuality is one of the vital facets based on which Public evaluate the performance of not only the official but also the entire Department. The staff are therefore directed to be punctual in attendance and be in the seat during scheduled office timings.

3. This unpleasant situation has been taken note of and viewed seriously. In this connection attention is invited to Rule 3(1) (ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government Servant shall maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and makes one liable for disciplinary action.

4. The Secretaries to Government and Head of Departments are requested to conduct random inspection of the Departments under their control to ensure punctuality of the employees. A report of the inspections done; no. of officers/staff absent and action taken against non-punctual/absent staff/officers shall be furnished on monthly basis for onward submission. This apart, the AR Wing will also conduct regular surprise inspections to ensure punctuality in all Departments.

/By Order/


(R. KESAVAN, IAS)
SPECIAL SECRETARY TO GOVT. (ARW)

To
All Secretaries to Government & all HoDs, Government of Puducherry

Copy to
The P.S. to Chief Secretary to Government, Puducherry

The SP (Vigilance)

Vigilance & Anti-Corruption

By