OFFICE MEMORANDUM

Subject: Monitoring, and supervision of punctuality of Government servants in Government of Arunachal Pradesh including maintenance of biometric punching attendance system – procedures regarding

HOURS OF ATTENDANCE

The normal hours of attendance for Government of Arunachal Pradesh offices located in Arunachal Pradesh are as follows:

(a) Ministries and Departments
From 9.30 a.m. to 4.30 p.m.
with lunch break from 1 pm to 1.30 pm

(b) All other offices (Attached and Subordinate Offices)
From 9.30 a.m. to 4.30 p.m.
with lunch break from 1 pm to 1.30 pm

The working hours of administrative offices outside Arunachal Pradesh may be decided by the Head of Office in consultation with the representatives of the employees. The Head of Office, in consultation with the representatives of the employees, would have the option to choose any time between 9.30 a.m. and 10 a.m. to start their offices with 7 hours working day including an obligatory half an hour lunch break. All the State Government offices located in one place should have the same timings.

Every employee is expected to be in seat and to start work at the prescribed opening hour. Ten minutes grace time may be allowed in respect of the arrival time to cover any unforeseen contingencies. Such late coming (within the grace time) may be condoned unless it becomes a matter of frequent recurrence.

ATTENDANCE REGISTER

Every employee should enter clearly his initials at the time of arrival and departure duly noting the time in ink. The register should be initialled at the bottom by the Section Officer or Superintendent or branch Supervisor and in his absence by the seniormost Assistant present in token of scrutiny. The register should be sent to the Branch Officer 10 minutes after the prescribed arrival time. Any person arriving thereafter should record his initials in the Branch Officer's room.

MAINTENANCE OF ATTENDANCE REGISTER

The Section Officer or Superintendent or branch Supervisor, who will maintain the Register in Form S. 37 for staff in sections including the General (now Multi Tasking Staff), will see that entries are made correctly. The Officer or Superintendent or branch Supervisor will draw the Branch Officer to the names of persons who are frequently without prior permission.
THE ATTENDANCE OF PERSONAL STAFF ATTACHED TO OFFICERS (INCLUDING GROUP 'D' NOW MTS), EXCEPT WHERE THERE IS A POOL OF STENOGRAPHERS OR OTHER PERSONAL STAFF WORKING UNDER A SUPERVISOR, WILL BE CONTROLLED BY THE RESPECTIVE OFFICERS.

IN THE ABSENCE OF THESE OFFICERS, THE PERSONAL STAFF WILL REPORT TO THE UNDER SECRETARY OR ANY OTHER CORRESPONDING OFFICER IN CHARGE OF ADMINISTRATION UNLESS OTHERWISE ORDERED.

RECORDING OF NON-ATTENDANCE

The following abbreviations will be used by the Section Officer or Superintendent or branch Supervisor to denote the reasons of non-attendance:

1. Compensatory Holiday ... CH
2. Casual Leave ... CL
3. Leave of any other kind ... L
4. Restricted Holiday ... RH
5. Absent ... A*

LATE ATTENDANCE

1. Half-a-day's casual leave should be debited to the casual leave account of a Government servant for each late attendance but late attendance up to an hour, on not more than two occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action may be taken against the Government servant concerned in addition to debiting half-a-day's casual leave if he is persistently / habitually attending late.

2. Administrative Authorities should see to the enforcement of punctuality and supervisory officers should be very particular in scrutinizing the attendance registers.

3. Surprise daily checks may be carried out in one or two sections under the direct supervision of a senior officer.

4. The half an hour time-limit for lunch break must be scrupulously observed not only by the subordinate staff but also by the Supervisory Officers and periodical surprise checks should be made to ensure this.

5. The Ministries / Departments and other Government Offices should ensure punctuality in attendance and strict observance of the half an hour lunch recess in the offices under their control. It should be ensured that the prescribed working hours in offices are strictly adhered to by all and officers and staff do not overstay attending office is highly objectionable and will amount to lack of devotion to duty, thus attracting Rule 3 (1) (ii) of the Central Civil Services (Conduct) Rules, 1964.

6. The case of a Government servant who leaves office early without permission before the time for closing of office should also be treated like late attendance and half-a-day's casual leave should be debited to the CL account for each such early
Absence of officials from duty without proper permission or when on duty in office, leaving office without proper permission, or while in the office, refusal to perform the duties assigned to them is subversive of discipline. In cases of such absence from work, the leave sanctioning authority may order that the days on which work, is not performed be treated as dies non, i.e., they will neither count as service nor be construed as break in service. This will be without prejudice to any other action that the competent authorities might take against the persons resorting to such practices.

NO MARKING OF DIES NON FOR LATE-COMING

According to instructions above, the day can be marked as dies non by the leave sanctioning authority only under three circumstances, viz.,

(i) When the official remains absent from duty without prior information;
(ii) When on duty in office, the official leaves the office without proper permission; and
(iii) The official remains in office, but refuses to perform duty assigned to him.

From the conditions mentioned above, it is clear that an official can be marked as dies none even if he performs duty for a part of the day in case he leaves office without proper permission or when he refuses to perform duties while remaining in office. But a day on which an official comes late and works throughout the day during office hours will not be marked as dies non. It is accordingly clarified that treating the day as dies non for coming late is not contemplated in the rules. The proper course in such cases would be to debit the casual leave account of the official as per instructions issued from time to time.

NO PAY AND ALLOWANCES FOR THE DAY OF ABSENCE WITHOUT AUTHORITY

An officer who is absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence.

ACTION TO BE TAKEN FOR LATE-COMING WHEN NO CASUAL LEAVE IS AT CREDIT

If an official who has no casual leave to his credit comes late without sufficient justification and the administrative authority concerned is not prepared to condone the late coming but does not, at the same time, propose to take disciplinary action, it may inform the official that it will be treated as unauthorized absence for the day on which he has come late and leave it to the official himself either to face the consequences of such unauthorized absence or to apply for earned leave or any other kind of leave due and admissible for the entire day. If the same may be sanctioned by the competent authority.
HALF-A-DAY'S CASUAL LEAVE -

1. Half-a-day's casual leave if applied for by a Government servant may be granted to him and the existing practice of allowing a Government servant to attend office late or to leave early (with permission) should cease.

2. For the grant of half-a-day's casual leave, the lunch interval is to be the dividing line, i.e., a person who takes half-a-day's casual leave for forenoon session is required to come to office after lunch break. Similarly, if a person takes leave for afternoon session, he can be allowed to leave office at the commencement of the lunch hour. In offices which follow different office hours/lunch time, the Head of Office may decide as to what should be the dividing line for the grant of half-a-day's casual leave.

3. The balance at credit in the casual leave account of some Government servants may be in terms of full days plus half-a-day. In such cases there is no objection to the grant of half-a-day's casual leave, in conjunction with full day's casual leave, if so applied for. Likewise, even when the casual leave at the credit of a Government servant is in terms of full days, there is no objection to the grant of half-a-day's casual leave in conjunction with full day's casual leave. The existing restriction imposed on the number of day's casual leave that can normally be granted at a time, will, however, continue to apply.

OBSERVANCE OF PROPER DECORUM DURING THE LUNCH BREAK -

(i) No Government employee should play cards on the lawns and such other places inside and outside office buildings.

(ii) The game of cards should be confined to the recreation rooms or places approved for such purposes.

(iii) No indoor games should be played in office buildings after 7.00 p.m. except on special occasions such as tournaments, etc.

PROCEDURE FOR BIOMETRIC ATTENDANCE SYSTEM

The Departments / offices / organisations who have installed the biometric punching attendance system in their offices should also meticulously follow the above instructions. In place of manual Attendance Register, the Controlling Officer should take out a print from the system on appointed time i.e. 10 minutes after the designated time for beginning of office hours and keep it with him after duly authentication.

SUBMISSION OF ACTION TAKEN REPORT

All the Departments should submit Action Taken Report as in the format annexed herewith for taking further necessary action by the HOD/HOO/DDO and the Department of Administrative Reforms.

Persons found violating these procedures / instructions will be liable to disciplinary action.

Sd/- 19/03/2014
(RAMESH NEGI)
Chief Secretary to the
Government of Arunachal Pradesh

PTO
Memo No. AR-75/2013

Copy for information to:

1) The Secretary to the Governor, Arunachal Pradesh, Itanagar.
2) The Secretary to Chief Minister, Arunachal Pradesh, Itanagar.
3) PS to Chief Secretary, Arunachal Pradesh, Naharlagun.
4) PS to All Ministers, Arunachal Pradesh, Itanagar.
5) PS to Chief Secretary, Government of Arunachal Pradesh Itanagar.
7) The Secretary to the Legislative Assembly, Arunachal Pradesh, Naharlagun.
8) The Secretary, Arunachal Pradesh Public Service Commission, Itanagar.
9) All Deputy Commissioners/Additional Deputy Commissioners, Arunachal Pradesh.
10) All Heads of offices, Arunachal Pradesh, Itanagar/Naharlagun.
11) The Director Printing, Arunachal Pradesh, Naharlagun for publication in the next issue of the Arunachal Pradesh Extra ordinary Gazette. He is further requested to send 100 (one hundred) copies to the Department of Administrative Reforms for office use and guidance.
12) Office Order book.
13) Office Copy.

Dated Itanagar the 27th March, 2014

(K. R. MEENA)
Commissioner & Secretary to the Government of Arunachal Pradesh
To

1. The Commissioner/Secretary of concerned Department /CE/PCCF/DIRECTOR
2. The Drawing and Disbursing Officer (DDO)

Subject: - Action Taken Report (STATEMENT SHOWING MONTHLY ATTENDENCE OF OFFICERS/OFFICIALS.)

Name of Department / Office: -

Month: -

<table>
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<tr>
<th>Sl No.</th>
<th>Empl. Code as per Biometric punchin g attendance system</th>
<th>Name &amp; Designation of the employee</th>
<th>Nature of staff absent from duty</th>
<th>Absence from office (after signing)</th>
<th>Checking conducted by the Head of Office / Head of Department</th>
<th>Action proposed for unauthorized absence / Late coming and early going / shuffling etc.</th>
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The officer mentioned above remained absent himself / herself from duty without any information which amount to unbecoming of a Government servant. His / her salary for ___ (day of unauthorized absence) may be deducted and it may be treated as dies none.

Signature of the Officer sending the Report

Copy for information to:-

The Commissioner and Secretary to the Government of Arunachal Pradesh
Department of Administrative Reforms for Information