GOVERNMENT OF MEGHALAYA
PERSONNEL & ADMINISTRATIVE REFORMS CELL DEPARTMENT.

No.PER(ARC)5/2001/25 Dated Shillong, the 11th March, 2004.

From : Shri P.J. Bazeley, I.A.S.,
Chief Secretary to the Govt. of Meghalaya.

To :

All Principal Secretaries/Commissioner & Secretaries/
Secretaries to the Government of Meghalaya.

All Heads of Department.

Subject : Punctuality in Office Attendance - Surprise Check.

Sir,

It has been noted that of late the attendance of Officers and Staff in the Secretariat and in the Offices of the Heads of-Departments has greatly deteriorated as many of the Officers and Staff fail to come to office on time and leave office early.

All Officers and staff are expected to be in their respective seats by 10.15 A.M. at the latest.

In order to ensure that punctuality in attendance in all Government Departments/Offices are strictly observed, it has, been decided that in each-Secretariat Department, an Under Secretary/ Superintendent should be made responsible for timely attendance of office by the staff. Officials and Staff coming to office after 10.30 A.M. should be categorised as late commers and one day's casual leave should be deducted for three such late attendance. The attendance register should be put up to the Secretary/Commissioner and-Secretary in each Department every day immediately after 10.30 A.M. by the Under Secretary/Superintendent with remarks in red ink.

Similarly, in the Heads of Department's Offices, the-Seniormost-Superintendent or an appropriate-Officer should be made responsible for proper maintenance of attendance Sheet and he/she should put up the attendance sheet every day to the Head of the Department immediately after 10.30 A.M.

The following-Officers have also been designated to make surprise random inspections, at least once a week, as follows :-

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Main Secretariat — Principal Secretary, Political Department etc.,

-(ii) Shri S.S. Gupta, I.A.S., Commissioner & Secretary, Social Welfare Department etc.,

Additional Secretariat -(i) Shri H. Chinkenthang, I.A.S., Principal Secretary, Sectt.Admn. Department etc.,

-(ii) Shri M.S. Rao, I.A.S., Commissioner & Secretary Sports & Youth Affairs Department etc.,

Third Secretariat Building -(i) Shri C.D. Kynjing, I.A.S., Commissioner & Secretary, District Council Affairs etc.,

-(ii) Shri H. Marwein, I.A.S., Commissioner & Secretary Tourism Department etc.,

P.W.D. Secretariat - Shri S. Ahmed, Secretary, P.W.D.

In respect of the Heads of Department and District offices the respective heads of office will make a similar surprise visit. A report of finding of random inspections may please be sent to the Chief Secretary.

(P.J. RAZELEY)
Chief Secretary to the Govt. of Meghalaya.

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Memo.No.PER(ARC)5/2001/25-A, Dt.Shillong, the 11th March, 2004

Copy to :-

1. All Principal Secretaries/Commissioner & Secretaries/ Secretaries.
2. All Joint Secretaries/Deputy Secretaries/Under Secretaries/ Superintendents in Meghalaya Secretariat including P.W.D.
3. All Administrative Departments/Deputy Commissioners.
4. Private Secretaries to Chief Minister/Deputy Chief Minister/All Ministers for kind information of Chief Minister/Deputy Chief Minister/All Ministers.
5. Designated Officers concerned.

By order etc.,

(R.S. DIENGDOH)
Under Secretary to the Govt. of Meghalaya
Personnel & Admv. Reforms Cell Department.
(Phone No. PABX - 2428)

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