

Copy of GO (MS) No. 15/80/P&ARD dated Trivandrum 19th April 1980.

ABSTRACT

PERSONAL AND ADMINISTRATIVE REFORMS (D) DEPARTMENT

Office discipline-Procedure for checking daily attendance by Gazetted officer – Orders issued

ORDER

1. Government have been considering the question whether Gazetted officers (including Technical and Field Officers) should mark their daily attendance in the attendance register maintained in their offices as a matter of discipline of office procedure.
2. In the Secretariat Office Manual and Manual of Office Procedure, there is no clear instruction whether the officers of all cadres should mark their attendance in the register.
3. Government after considering all the aspects of the question are pleased to order the following procedure for strict compliance in future.
4. All non Gazetted staff should mark their daily attendance (in the F.N and A. N) in their regular attendance register.
5. Gazetted officers in all Government offices except middle level and senior officers should mark attendance.
6. Middle level and senior officers who have personal staff attached to their offices shall maintain Attendance Register for them and sign those registers as token of having checked their attendance.
7. Field officers (both Gazetted and Non Gazetted) should mark their attendance in office attendance register while at the Head Quarters and should mark 'duty', 'tour' or 'leave' before they proceed on 'tour/duty/leave' as the case may be, whenever possible. In other cases they may do so on return to Head Quarters.

(By order of the Governor)
G Bhaskaran Nair, Chief Secretary.