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Date. 26-5-2017
D. L. P. R.

No. 9/3/2016-GAD
GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT


OFFICE MEMORANDUM
Imphal, dated the 23rd May, 2017.

Subject:- Observance of Punctuality in Government Offices.

Instructions have been issued from time to time with regard to the need to observe punctuality by Government servants. Responsibility for ensuring punctuality in respect of their subordinates staff rests with timely arrival / available of the Addl. Chief Secretary / Principal Secretaries / Commissioner & Secretaries and Heads of Department under the Government of Manipur.

State Government has introduced AADHAR enabled Bio-metric Attendance System (AEBAS) in Manipur Secretariat to replace the manual system of marking of attendance to ensure punctuality. All the Secretariat Staffs have already enrolled the Biometric. It is also to inform that Biometric attendance shall be given by all officer including all the Administrative Secretaries of all departments.

In this connection attention is invited to Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government Servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels.


(O. Nabakishore Singh)
Chief Secretary: Govt. of Manipur.

GOVERNMENT OF MANIPUR
DIRECTORATE OF INFORMATION & PUBLIC RELATIONS

Memo No. 2/115/2006-DIPR/ 561

Imphal 26/05/2017

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