

I/1150/2024

GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dt. 13-05-2024

CIRCULAR

Sub: ARW- Observance of punctuality by the staff members - Conduct of periodical 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 members of all government departments in the UT of Puducherry, 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 Head of Departments are requested to give suitable instructions to their staff members to ensure punctuality in attendance. The Heads of Departments also requested to conduct periodical inspections in the offices under their control to ensure punctuality of the employees and take suitable action under the Conduct Rules against the staff members who are late in attendance.

/By Order/

N. UDAYAKUMAR
UNDER SECRETARY ARWING

To

All HoDs, Government of Puducherry