

MOST URGENT

NO.F.12011/02/2014-DPAR/GC/UIII
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 21-04-2020

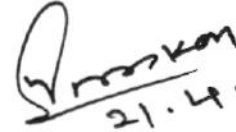
CIRCULAR

Sub: Public Services – Covid – 19 – Attendance Particulars – Regarding.

All Heads of Departments are requested to furnish a report on attendance in each Department / Directorate every day in the annexed proforma.

2. The report should cover all the sub-offices of the Department / Directorate.
3. The District Collector, Karaikal and the Regional Administrator, Mahe / Yanam should send a consolidated report in respect of their regions.
4. The report should be mailed to e-mail ID usgad.pon@nic.in with a copy to dpar-gc.pon@nic.in by 11.00 a.m. every day without fail.
5. The Departments should strictly comply with the Ministry of Home Affairs' guidelines communicated vide I.D. Note/Memorandum No.A.49011/12/2020/DPAR/CCD(2) dated 16.04.2020 of this Department. Further, attendance should be need / work based to avoid crowding of offices / public places.

//BY ORDER //


21.4.2020

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

To

All Heads of Departments.

Copy to:

1. All Secretaries to Govt. / Spl.Secretary to Lt. Governor / Special Secretary to Govt., Puducherry.
2. The Collector, Puducherry/Karaikal.
3. The Regional Administrator, Mahe / Yanam
4. The Under Secretary to Govt. (Estt.), Chief Secretariat, Puducherry
5. The Private Secretary to Chief Secretary.

PROFORMA

Name of the Department :

Date :

Sl. No.	Classification	Number of Existing Officers/ Employees on roll	Number of Officers / Employees Present
1.	Group – A		
2.	Group – B		
3.	Group – C		

SIGNATURE OF HEAD OF DEPARTMENT