

Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Kolkata-700 001

No.10251-F(H)

November 17, 2009.

MEMORANDUM

1. Your kind attention is drawn to the Memo No.10391-F dated December 13, 2000 (copy enclosed), wherein certain instructions were issued for ensuring punctuality in the attendance in the Government offices and various State Government Undertakings/Organisations. The aforesaid memo also covered various other related aspects for ensuring efficiency in the Government administration.

2. It is now considered necessary to reiterate various instructions contained in the aforesaid Memo No.10391-F dated December 13, 2000, so as to ensure that the instructions are followed up at various administrative levels strictly.

3. Additional Chief Secretary/Principal Secretary/Secretary of the department concerned is requested to identify designated officer/officers for monitoring implementation of these instructions in the aforesaid memo in the Secretariat as well as Directorates and Field Offices. The concerned designated officer/officers shall submit daily report on the monitoring of the said instructions to the Addl.Chief Secretary/Principal Secretary/Secretary in the Secretariat Department concerned. District level offices, however, shall submit weekly report on the said monitoring to the Addl. Chief Secretary/Principal Secretary/Secretary of the department concerned. Such reports shall also be submitted in the consolidated manner to the Minister-in-Charge of the department concerned for review.

4. Addl. Chief Secretary/Principal Secretary/Secretary of the department concerned shall make a consolidated report on the monitoring of the said instructions to the Chief Secretary. Consolidated position for all the departments will be reviewed by the Hon'ble Chief Minister on weekly basis.

Chief Secretary to the
Government of West Bengal