

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. : 6994-F

Kolkata, the 3rd July, 1992

MEMORANDUM

Orders have been issued from time to time regarding punctuality in attendance of Government employees. In Finance Department No. 6470-F dated 28/05/87 it has been clearly stated that any employee coming more than 15 minutes after the scheduled time of attendance will be marked late. It has also been stated in the said memo that an employee may be allowed to sign the attendance register and record attendance within a maximum of 1 ½ hours of the scheduled time of attendance. Any body coming thereafter will be marked absent.

1. In terms Notification No. 6959-F, Dt. 02/ 07/92 all offices under the Government of West Bengal with some exceptions shall remain closed on all Saturday and the hours of work (on working days) in such offices shall be from 10 a.m. to 5.30 p.m. with an interval of 30 minutes from 1.30 p.m. to 2 p.m. Accordingly, in such offices, an employee coming after 10.15 am will have to be marked late. Also, anybody coming after 11.30 am will have to be marked absent and will not be allowed to be on duty on that day unless he has been granted half-a-day's casual leave for the first half of the day. These instructions should be strictly followed.
2. All other instructions regarding maintenance and checking of attendance register, putting cross-marks for late attendance, early departure and absence, submission of daily return regarding punctuality of attendance to the M.I.C of the concerned deptt. And deduction of casual leave/other kind of leave (if necessary) for late attendance/early departure as issued from time to time, shall, subject to the guidelines indicated in para 2 above, be strictly followed.

Sd/-N.Krishnamurti

Chief Secretary to the

Government of West Bengal