

CIRCULAR NO.04/2012/TC

Sub:- TC – Estt – Enforcement of Office Discipline and upkeep and maintenance of Statutory Registers – Instructions Issued

It has come to the notice that laxity and lapses on the part of the officials in this office are in the increasing stage for upkeep and maintenance of Personal Registers and allied Registers despite specific orders/guidelines/instructions have been incorporated in this regard in the statutes. These situations defeat the codal provisions as envisaged as well as create indiscipline office atmosphere. In order to curb these undefined practices following instructions are issued with immediate effect:

I. Maintenance of Personal Registers and Allied Registers:

1. All Section Clerks should maintain Personal Register in Form III in Appendix I of the Manual of Office Procedures and to maintain the Register as prescribed in Chapter V of the Manual of Office Procedures.
2. The Personal Registers so maintained should be submitted for inspection to the Section Heads and Other Superior Officers twice in every month as per the schedule as prescribed below:

1. Inspection by the Section Heads: * 5th of every month

2. Inspection by the Superior Level: * 25th of every month

*** If the due date of inspection is a public/closed holiday, the date of inspection will be the next working day following the due date as prescribed.**

It is the duty of the Section Head to ensure that Personal Registers are properly maintained by the Section Clerk and submitted on the due date for inspection at the level of the Section Heads concerned as well as to the higher level.

Personal Registers of Section Clerks under the control of the Senior Administrative Officer/Senior Finance Officer/Senior Law Officer/Joint Transport Commissioner/Joint Transport Commissioner (Enforcement) concerned should be submitted for inspection to the concerned officers and Transport Commissioner on alternate month basis.

The Senior Administrative Officer will conduct surprise inspection periodically in each and every Sections in this office for verification of the maintenance and upkeep of the Personal Registers and Allied Registers as prescribed. Any laxity in the matter will be viewed seriously and dealt with appropriate action accordingly.

II. Office Discipline:

According to the provisions as prescribed under Chapter XV of the Manual of Office Procedures, all members of the establishment are expected to attend office from **10.00 A.M. to 05.00 P.M. (10.15 A.M. to 05.15 P.M. in Corporation Areas)** daily. **An interval of 45 minutes from 01.15 P.M. to 02 P.M.** will be allowed for Tiffin. **Office Attendants (Peons)** should, however, **attend the office at 09.30 A.M.** and **Muslim Officials**, who wish to offer **jumma prayers** will be granted an **interval of 2 hours from 12.30 to 02.30 P.M.** on **Fridays** provided the time so spent is made up, if necessary, outside office hours on the same or other days of the week. A member of the office establishment shall not leave the office premises during working hours without the prior permission of the Superintendent of the section. For this purpose, a Movement Register shall be maintained at the level of the Section Superintendent, who will make necessary entries regarding such leaving of officials under his control.

Despite the above procedures having been incorporated in the Manual, instances have been come to the notice that the officials are not following these instructions, which affects office discipline, its functioning and overall output. Therefore, the procedures regarding attendance during office hours, maintenance of Attendance Register etc as prescribed in the statute have to be strictly enforced.

In the circumstances the following instruction are issued for effective implementation of the rules regarding attendance and punctuality in this office with immediate effect:

1. All officials in this office should attend the office at the time as prescribed under Para 157 of Manual of Office Procedures as mentioned above.
2. All Non-Gazetted Staff should mark their daily attendance (in the Forenoon and Afternoon Section separately) in their regular Attendance Register as prescribed under Para 159 of Manual of Office Procedures.
3. All Gazetted Officers in this office except middle level and senior level officers should mark their attendance in the Section Attendance Register itself as a token of having checked the attendance of the officials under their control. Middle level and senior officers, who have Personal Staff attached to their offices shall maintain Attendance Registers for them and sign those registers as a token of having checked their attendance. Field Officers (both Gazetted and Non-Gazetted) should mark their attendance in office Attendance Register, while at the headquarters and should mark 'Duty', 'Tour' or 'Leave' before they proceed on duty/tour/leave as the case may be wherever possible. In other cases, they may do so on return to headquarters as prescribed under Para 159 of Manual of Office Procedures.
4. All the Attendance Registers of the Sections should be submitted to the **Senior Administrative Officer/Senior Finance Officer/Senior Law Officer/Joint Transport Commissioner/Joint Transport Commissioner (Enforcement)** as the case may be at **10.30 A.M.**

5. Latecomers should report before the Senior Administrative Officer/Senior Finance Officer/Senior Law Officer/Joint Transport Commissioner/Joint Transport Commissioner (Enforcement) as the case may be and mark their attendance and record the time in the Register.
6. In the absence of any of the Senior Officers when on tour or otherwise, Subordinate Officer designated by the Senior Officers concerned or in their absence the Transport Commissioner should receive the Attendance Registers.
7. In the **Afternoon Session** also, all Attendance Registers should be submitted to the Senior Officers by **02.30 P.M.** The Attendance Registers will be **returned to the Section only after 04.30 P.M.**
8. If any member of the staff does not reach office in time and mark attendance, the work 'Late' will be entered against his name and for every three day's late attendance without permission will forfeit a day's Casual Leave as prescribed under Para 160 of Manual of Office Procedures.
9. However, late attendance less than 3 days at the end of a calendar year need not be reckoned as prescribed in the Note under Para 160 of the Manual of Office Procedures.
10. But no member of the staff will be allowed to be late beyond one hour in which case such absence will be treated as a Casual Leave.
11. No member of the staff will be permitted to avail of 'Late Permission' more than thrice a month, and that too for not more than one hour on each occasion, if there are more instances.
12. Casual Leave Register should be maintained up-to-date and proper deductions for 'Late Attendance' should be carried out by the Section Heads concerned as prescribed under Para 162 of the Manual of Office Procedures.

The Senior Administrative Officer will conduct surprise inspection in all the sections and to ensure that the above instructions are followed scrupulously. Any laxity for following these orders and instructions on the part of any officials will be viewed very seriously and stringent action taken.

Sd/-


K.S. BALASUBRAMANIAN, I.P.S.
TRANSPORT COMMISSIONER

To

1. All Officers and Staff Members in the Transport Commissionerate
2. Notice Board
3. The Senior Administrative Officer, TC
4. Stock File and Office Copy

Copy to: The C.A. to the Transport Commissioner

Forwarded/By Order


Senior Superintendent