

From

The Transport Commissioner

To

1. All Joint Regional Transport Officers of Sub Regional Transport Offices
2. All Regional Transport Officers
3. All Deputy Transport Commissioners

Sir,

Sub:- MVD – Estt - Enforcement of Office Discipline – Payment of pay and allowances of the employees-Instructions Issued

Ref:- Circular No.24/2013/TC dated 29/10/2013

Please refer to the Circular cited wherein specific instructions have been issued for the implementation of Bio-Metric Attendance System and for release of pay and allowances of the employees. It is strictly instructed to ensure that the pay and allowances of the employees from 01/11/2013 onwards are disbursed only after ensuring the attendance position of the employees working under your administrative control as mentioned therein. Further, it is reiterated that the Head of Offices/Drawing and Disbursing Officers concerned are personally held responsible for the implementation of the instructions as communicated therein and any laxity in the matter will be viewed very seriously and stringent action as communicated will be initiated against the delinquents.

Receipt of this letter should be acknowledged by return.

Yours faithfully,

  
C.V. SUNIL KUMAR

SENIOR ADMINISTRATIVE OFFICER

For Transport Commissioner

Copy to: C Section, TC