

File No. G5/53/2020-TC

12/01/2021

Transport Commissionerate, 2nd Floor, Trans Towers, Vazhuthacaud, Thycaud P.O
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Circular No. 02/2021-TC dated 12/01/2021

Sub:- **Motor Vehicles Department** – Attendance of Officials in Office during the office hours - Reg

Ref:- This Office Circular No 06/2014/TC dated 14.07.2014.

As per the circular read above detailed instructions for marking daily attendance of the officials of this department has been issued. The Supervisory officials are expected to mark their attendance in token of checking the attendance of their subordinates as prescribed for under para 159 of Manual of Office Procedures. If any officer, who is on duty or leave or permission, have not marked attendance properly in the attendance register or have not submitted written/digital document for the leave or permission, as the case may be, before the sanctioning authority, the same will be considered as unauthorized absence and the officer and his superior will be held responsible for the lapse and disciplinary action will be initiated against the erring officials .

Signature valid

Digitally signed by **MORADITHKUMAR**
Date: 2021.01.12 11:06:00 IS
Reason: Approved

To:-

1. All Deputy Transport Commissioners
 2. All Regional Transport officers
 3. All Joint Regional Transport Officers of Sub Regional Transport Offices
 4. All Supervisory Officers of the Transport Commissionerate
 5. Stock File & Office copy
- Copy to : The C A to the Transport Commissioner