

GOVERNMENT OF KERALA .
P& AR (Tules) Department
CIRCULAR

No. 13548/Rules- 294 /P&ARD

Dated, Thiruvananthapuram, 30th August 1994.

Sub : Office- discipline -Late attendance and early leaving of
office-Enforcement of provisions in Secretariat Manual
and Manual of Office procedure- Instructions issued.

It has come to the notice of Government that a sizeable number of Government employees are attending the office very late and leave early. Any laxity on the part of the employees in attending the office in time adversely affects office discipline and the functioning of the Government Offices, and causes much inconveniences to the general public who come over to the offices for various services. The matter had also come up for discussion in the last session of the Legislative Assembly.

The Office hours of the State Government offices are fixed from 10 a.m. to 5 p.m. Therefore all officers other than last grade servants are expected to attend the office from 10 a.m. to 5 p.m. (In order to reduce the traffic congestion the office hours in the cities and towns of Thiruvananthapura, Kozhikode, Ernakulam, Thrissur, Kottayam and Kasargod are fixed from 10.15 a.m. to 5.15p.m.) The last grade servants will have to come to the office half an hour before the commencement of the office time. Instructions in regard to hours of attendance, lunch interval, movement of sections, late attendance un authorised leaving of offices etc are contained in the Manual of Office Procedure as well as in the Kerala Secretariat Office Manual. However it is seen that these instructions are often not observed properly.

Since Government servants are expected to serve the people most effectively, Government feel that it is in high time to enforce the above instructions scrupulously so as to maintain discipline and render better service to the public. All Heads of Departments and other Supervisory officers are therefore directed to see that the provisions with regard to observance of office hours, availing of late attendance, movement out of sections only after permission are strictly enforced in Government offices.

Habitual late attendance and early leaving of offices without previous permission of the superior officers should be viewed seriously and appropriate disciplinary action initiated in all such instances.

R. RAMACHANDRAN NAIR
Chief Secretary.

To
All Heads of Department Offices
Endt. No. A1/18760/TC/94 dt. 22.10.94.

Copy communicated to all D.T.Cs, R.T.Os, Jt.R.T.Os A.O.
F.O. A.T.C. all S/SS & JSS of T. C. Office CA to Addl. T.C. for
information and necessary action.

Sd/- for Additional Transport
Commissioner.

Approved for Issue.

Senior Superintendent.

24.10.94.