

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.

