

CIRCULAR NO.6/2014/TC

Sub:- TC – Estt – Enforcement of Office Discipline – Attendance of officials in the office during office hours-Further instructions Issued

- Read:-
1. This office Circular No.2/2012 dated 04/06/2012
 2. This office Circular No.03/2013 dated 16/03/2013
 3. This office Circular No.11/2013 dated 14/06/2013
 4. This office Circular No.19/2013 dated 06/07/2013
 5. This office Circular No.24/2013/TC dated 29/10/2013
 6. This office Circular No.26/2013/TC dated 15/11/2013

As per the Circulars read above detailed instructions for marking the daily attendance of the officials of this department has been issued. As the marking of attendance in the attendance registers by the supervisory officials, field level officials etc are distinct from that of the non-gazetted officers working in the offices concerned the following further instructions are reiterated for marking attendance by the Supervisory Officials for strict compliance:

The supervisory officials are expected to mark their attendance in token of checking the attendance of their subordinates as prescribed for under Rule 159 of Manual of Office Procedures. They should properly make authentication of entries with particular attention of leave, tour, other duty etc of the employees concerned in the Attendance Management Systems through the web portal 10.64.10.180/timecheck/index.aspx. Absence/leaving of any officials whether or not gazetted, non-gazetted/head of the office from the office during office hours should be with prior permission from the immediate Controlling Officers concerned. Any laxity on the part of any Controlling Officers/Supervising Officials for proper checking of the attendance of their subordinates on an uninterrupted manner will be viewed very seriously and proceeded with accordingly.

All are reminded that the attendance position of all employees of this department are properly viewed on daily basis at the level of the Head of the Department and any impropriety on subsequent notice on the hands of any Controlling Officers/Supervising Officials will be called for penal proceedings forthwith.

Sd/-

C.V. SUNIL KUMAR
SENIOR ADMINISTRATIVE OFFICER

To

1. All Deputy Transport Commissioners concerned
2. All Regional Transport Officers concerned
3. The Joint Regional Transport Officers of all Sub Regional Transport Offices concerned
4. All Supervisory Officers of the Transport Commissionerate
5. Stock File and Office Copy

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

Forwarded By Order

Senior Superintendent