

CIRCULAR NO.26/2013/TC

Sub:- TC – Estt – Enforcement of Office Discipline – Payment of pay and allowances of the employees-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

As per the Circular read as 5th paper above detailed instructions for marking the daily attendance of the officials of this department has been issued. According to which pay and allowances of all non-gazetted employees with effect from 01/11/2013 will be released with reference to their attendance position in the Bio-Metric Attendance Management System. As the marking of attendance in the attendance registers of the supervisory officials, field level officials etc are distinct from that of the non-gazetted officers working in the offices concerned the following instructions for marking attendance by the Supervisory Officials are issued for compliance and guidance.

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 Any laxity on the part of the supervising officials for proper checking of the attendance of their subordinates on daily basis 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 supervising officials will be called for penal proceedings forthwith.

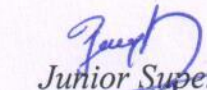
Sd/-
RISHI RAJ SINGH, I.P.S.
TRANSPORT COMMISSIONER

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


Junior Superintendent
15/11/13