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No. 28034/10/75-Estt(A)
Government of India/Bharat Sarkar
Cabinet Secretariat/Mantirmandal Sachivalaya
Department of Personnel & Administrative Reforms
(Kamlik aur Prashasnik Sudhar Vibhag)

New Delhi, the 27 August, 1975.


OFFICE MEMORANDUM

Subject:- Punctual and regular attendance in Government offices -
grant of half-a-day's Casual Leave.

Attention of the Ministry of Finance etc. is invited of even number dated the 4th July, 1975, regarding maintenance of cleanliness in offices and observance of punctuality in attendance by Government servants. These instructions, inter-alia, provide, in the context of the present Emergency, the need for disciplined conduct in offices and outside and absolute devotion to one's duty. The instructions relating to the observance of punctuality in attendance by Government servants were re-iterated in the O.M. under reference. According to the existing instructions, frequent late attendance even with prior permission is not conducive to efficient transaction of work and that half-a-day's Casual Leave should be debited to the C.L. account of a Government servant for each late attendance. If a Government servant desires half a day's C.L. in the afternoon, it may be granted to him and the existing practice of leaving office early with permission should cease forthwith.

2. It has further been decided that the case of a Government servant who departs from office early before the time for closing of office, without permission, should also be treated like late attendance and in that case also, half-a-day's C.L. should be debited to the C.L. account for each such early departure from office.

3. Ministry of Finance, etc. are requested to take necessary action as indicated above and also bring the contents of this Office Memorandum to the notice of their employees and to their attached and subordinate offices.


(R.C. GUPTA)

MEMBER SECRETARY TO THE GOVERNMENT OF INDIA.