

No. No.A-25011/1/2011-Estt.  
Government of India  
Ministry of Minority Affairs  
(Estt. Section)

11<sup>th</sup> Floor, Parayavaran Bhawan,  
CGO Complex, Lodi Road,  
New Delhi.

Dated: 23.02.2012.

CIRCULAR

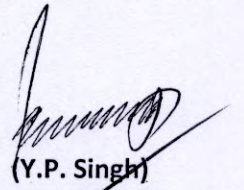
The attention is drawn to this Ministry circular of even number dated 14/2/2012 regarding observation of punctuality but it has been observed that the position has not improved till date. All the Deputy Secretaries / Directors are suppose to check the attendance regularly but the same is not being done, which has been viewed very seriously by Secretary (MA).

The checking of the attendance will hence forth be done as under:-

- (i) Section Officers/AD/RO /US will check the attendance at 9.15 AM & append his signature on the attendance register daily
- (ii) The staff coming late will indicate the actual time of their arrival. For the staff remain absent, the controlling officer will cross the column against the name of the absentee and intimate the name of the absentees to Establishment Section daily.
- (iii) The Section Officers and above are suppose to intimate their absence to Establishment Section themselves by way of leave application. In case they remain absent without intimation, their controlling officer i.e. Deputy Secretaries/Directors concerned will inform Establishment Section. This is also applicable in case of their attendance is irregular and also late coming.
- (iv) One day CL will be deducted for every three days late coming. In case the CL account of the officers /staff is exhausted then EL will be deducted.
- (v) In case of outsourced staff where the leave is not applicable then one day salary for every three late coming will be deducted.
- (vi) The aforesaid instructions/directions will be applicable to all the regular as well as the outsourced staff

2. All the Deputy Secretaries/ Directors are directed that the compliance of the aforesaid directions are adhere to in letter and sprits.

3. This issues with the approval of Secretary (MA).



(Y.P. Singh)  
Joint Secretary (A & PP)

1. PA to Secretary (MA)
2. PPS to JS (PP&A)
3. PA to JS (I&W)
4. PS to JS(S&M)
5. All Officers/Staff in the Ministry of Minority Affairs
6. Director (NIC) to upload the notice on Web site of Ministry