

Circular Memo No: RC/ENC/G1/Misc/2017/

Dt: 10 .01.2017.

Sub: Punctuality in attending the office- Certain instructions issued-Reg.

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All the staff members of Irrigation & CAD Department working in Jalasoudha Building are informed that the Hon'ble Minister for Irrigation has visited I&CAD Department in Jalasoudha Building on 09-01-2017 and observed that most of the employees are attending office very late and leaving the office before schedule time i.e., 5.00PM.

In view of the instructions of the Hon'ble Minister for Irrigation and as per DOM the following instructions are issued.

1. The employees should attend the office regularly by 10.30AM and enter into the office by using the Bio-metric system. They will be allowed 10 minutes of grace time.
2. The Daffedar /Attender is responsible for tidiness and cleanliness of the office and must be in the office not later than 9.30 AM every day.
3. If the employee is late to the office, for every 3 days of Late Attendance, a Casual Leave will be deducted from their CL account without any notice. If all the CL's are exhausted the employees will not be permitted to come late. They have to apply their eligible leave.
4. They should avail 30 minutes of Lunch Break between 1.00 PM to 3.00 PM.
5. The employees who intend to proceed on leave have to apply leave in advance and intimate through superior officers.

Further the employees are informed that according to CCA rules every Government employee shall be devoted to his duties and should maintain absolute integrity. As per FR 67 leave cannot be taken as matter of right and it should be availed after obtaining prior permission from the competent authority. All employees are expected to maintain punctuality in attending office i.e., 10.30 AM to 5.00 PM. They should stay in office even after 5.00 PM till the assigned work is completed and working in late hours does not give any right to claim permission to attend the office late on next day.

Further the staff are informed that while in office all members of the establishment must behave in quiet and dignified manner. They must attend to their work and not waste their time. They must try to maintain perfect silence so as not to disturb others. They should keep their sections neat and tidy.

All the staff members are directed to adhere to the instructions scrupulously and maintain decency and office decorum.

SD/- J.Vijaya Prakash,10-01-2017
Engineer-in-Chief(AW)

To

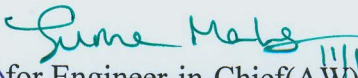
All the Staff Members of I&CAD Dept., Telangana
in Jalasoudha Building, Errummanzil, Hyderabad through concerned unit officers.

Copy to ENC(Irrigation) , All Chief Engineers, SE's and EE's of I&CAD, Telangana in
Jalasoudha Building for information and they are requested to instruct all the staff members of
their respective units in this regard.

Copy to ADA, O/O ENC(AW) for information.

Copy to DEE Computers with a request to place the circular in the Department Website.

Copy circulated among the Section Heads and staff members of ENC(AW).


for Engineer-in-Chief(AW)