

अण्डमान एवं निकोबार द्वीप समूह
Andaman and Nicobar Islands
समन्वित विकास निगम लिमिटेड
Integrated Development Corporation Limited
(सरकारी उपक्रम)

(A Government Undertaking)
विकास भवन, पोर्टब्लेयर् Vikas Bhawan, Port Blair

Dated 4th September, 2018

CIRCULAR

It has been observed that some of the employees are still not maintaining the punctuality in arrival time to office even after giving repeated circulars. The office working hours is from 08:30 AM to 05:00 PM with half an hour lunch break from 01:00 PM to 01:30 PM as notified vide Administration's circular No. 7-7(18) /2009-AR/80 dated 28th March, 2012. As per the office manual of the Administration, every staff is expected to be in his/her seat and start the work by 08:30 AM, unless he/has previously obtained special permission for late attendance.

In view of the above, it has been decided that:

1. All are required to report by the prescribed time in the morning. In case, due to some un-avoidable reasons on the particular day, he/she gets little late, then it is expected that he/she shall compensate the delay while leaving late in the evening of the particular day. However, it can't be a regular feature and if it is observed that the person generally comes late or leaves early in the evening, then half day Casual Leave or half day salary/wages will be deducted. In case of habitual defaulters, disciplinary action will be initiated, in addition to deduction of half day Casual Leave/Salary.
2. There are reports that some of the employees leave the office just after marking the attendance. This is gross misconduct and needs to be dealt with strictly. In case, it is found that the person has left office after marking attendance, without permission, then the Controlling Officer needs to issue "Show Cause Notice" to the person and report to Administrative Officer, failing which action will be taken against the concerned Controlling Officer also for supervisory lapses with appropriate remarks in their ACR/APARs about their administrative incapacities.
3. All concerned Controlling Officers are hereby directed to ensure that the staff working under their control reports in time and do not leave before 05:00 PM. This would also require that the Controlling Officers themselves are also punctual to set better examples.

Contd.../-


4/9/2018

4. The Controlling Officers are authorized to certify that the concerned person got delayed/left early because of some official work or due to any particular genuine reason.
5. The Senior Manager (P&A) to provide the attendance statement for Head Office from 16th day of previous month to 15th day of running month on or before 25th day of every month as per the Biometric Attendance System to Accounts Section for releasing of salary to employees.
6. Thereafter, a consolidated statement for Head Office alongwith action proposed viz. deduction of CL or Half Day Salary for late attendance, based on the recommendation of the Unit In-charge shall be put up by Senior Manager (P&A) to MD, ANIIDCO by first week of next month. The decision will be communicated to Accounts Section for further action, if any.


4/19/2011

(YASHPAL GARG)
Managing Director
ANIIDCO

(F.No. 1-973/ANIIDCO/2012-13/.31.00.)

To,

All Unit Incharges, ANIIDCO with the request to bring the content of the circular into the knowledge of staff working under their control for strict compliance.

Copy to:-

1. Sr. PS to MD, ANIIDCO.
2. Sr. PS to General Manager (Toursim), ANIIDCO for kind information of General Manager (Toursim).
3. PS to General Manager (P&A), ANIIDCO for kind information of General Manager (P&A).
4. The General Manager (POL/IMFL), ANIIDCO for kind information.
5. The CFO, ANIIDCO for kind information.
6. Deputy Manager (IT), ANIIDCO to upload on website.
7. Circular Folder.
- 8: Notice Board.


4/19/2011

Managing Director
ANIIDCO Ltd.