

GOVERNMENT OF KERALA
Abstract

LATE ATTENDANCE IN OFFICE-PRESCRIBED- ORDERS ISSUED

PUBLIC (MISCELLANEOUS) DEPARTMENT

G O MS No.233/75/PD

Dated, Trivandrum, 20th October 1975.

Read:- (1) Circular NO D Dis 24342/56//pd dated 9-8-1956
(2) Representation dated 17-9-1975 from the Chairman, Joint Council of State Service Organisations, Trivandrum.

ORDER

The Joint Council of State Service Organisation, Trivandrum have represented to Government that there is no arrangement now to allow half day leave to the employees other than Teachers for attending to their private affairs for one or two hours during office hours and that the system of allowing half day casual leave to them may be introduced. The present arrangement in regard to the attendance in offices is as follows;

“All the members of the staff should attend the offices at 10.15 a m as the case may be and mark the attendance. The attendance will be closed 10 minutes after the commencement of the office. (ie at 10.25 am or 10.10 as the case may be). . A grace time of 10 minutes can be granted for attending the offices. In unavoidable circumstances, a member of the staff can be granted at his request permission to attend office late by an hour. But permission for late attendance is not generally granted for than one hour. If an employee attends office late without permission he will forfeit a day's casual leave for every three days late attendance. Late attendance without permission for more than three days at the end of calendar will not be reckoned.” Government have examined the request of the Joint Council in the light of the above procedure and they are pleased to issue the following orders:-

- (1) The grace time of 10 minutes for attending the officers will continue.
- (2) Attending offices after the grace time but within one hour will be defined as "late attendance".
- (3) Three late attendance will result in forfeiture of a days casual as stipulated in the exiting orders.

- (4) Late attendance as defined above or leaving office one hour before closing time with prior permission from competent authorities will not be taken in to consideration for calculating the number of late attendances for forfeiture of Casual Leave.
- (5) For absenting from office for more than one hour, up to the duration of a F N or A. N Session , an officer will be allowed a half day casual leave, at his request.
- (6) For absenting for more than the duration of a F N OR A N Session an officer will have to take a full days Casual Leave.

By order of the Governor,
ZACHARIA MATHEW,
Special Secretary.

To

All Heads of Departments
All Departments (all sections) of the Secretariat
All Officers of the Secretariat
The Secretary, Kerala Public Service Commission (with C L)
The Registrar, High Court, Ernakulam (with C L)
The Registrars, University of Kerala , Calicut and Cochin (with C L)
The Registrar, Agriculture University, Mannuthy, Trichur (with C L)
The secretary, Kerala State Electricity Board (with C L)
The General Manager, Kerala State Road Transport Corporation (with C L)
The Advocate General, Ernakulam (with C L)
The Secretary to Governor (with C L)
The Private to Chief Minister and other Ministers
The Steno to Chief Secretary and Additional Chief Secretary
The Director of Public Relations.