

GOVERNMENT OF KERALA

Abstract

EMERGENCY – DISCIPLINE IN OFFICE – ENFORCING OF FURTHER INSTRUCTIONS ISSUED

PUBLIC (MISCELLANEOUS) DEPARTMENT

G.O.Ms.No. 1/76/PD

Dated, Trivandrum. 3rd January 1976

Read: G.O.Ms.233/75/PD dated 20-10-1975

ORDER

In the G.O. read above, Government have issued orders grading attendance of staff in officers on working days. It is seen at the grace time of 10 minutes allowed to attend office in the forenoon is being misused by some employees and this concession is being taken as a matter of right by them. It is also seen that in the evenings some employees leave office early without written permission before expiry of the prescribed office hours. The lunch interval of 45 minutes allowed between 1.15 to 2.00 p.m. is also in groups, in verandas and corridors of offices during office hours without attending to their duties have also been found to be on the increase. Government has considered these matters and they order as follows:

1. The grace time at present allowed as per G.O. read above to the employees to come to office in the forenoon and sign attendance is cancelled. However, the Heads of Offices/ Superior Officers should see that this concession is availed of only very rarely and not as a matter of course. The G.O. read above will stand modified to this extent
2. Failure to adhere to the maximum permitted interval of 45 minutes for lunch will be viewed very seriously and action taken
3. Heads of Offices of the Department should make surprise visits of the office/sections at appropriate time to see whether the employees are in their seats. Superior Officers also should similarly pay surprise visits to see whether the instructions regarding office hours are strictly adhered to. An employee can be permitted to avail himself of only 10 minutes in the forenoon and in the afternoon for tea. All their movements should be accounted for in the Moment Register. The Movement Register should be checked by the Superior Office.

Heads of offices/Under Secretaries and Deputy Secretaries concerned in the Secretariat, shall make a minimum number of three surprise inspection of their office/sections during fortnight. Failure to make inspections will be consider as failure of the officer in his assigned

duty. They should verify whether the absence of any member of the staff the time of their inspection is properly accounted for by entries in the movement register. The Inspecting Officer should verify and satisfy himself that the purposes noted in the register are bona fide. A fortnightly report should be sent by the Inspecting Officer regarding the checking of the office\section to his immediate superior for appropriate action wherever necessary. Similarly/Additional Secretary/Secretary to Government, concerned, and the latter will take up with the public Department, appropriate cases, for disciplinary action.

4. The practice of the staff standing in groups, in verandas and corridors of the offices during office hours has to be discouraged. The Heads of Officers/Officers of and above the rank of Joint Secretaries to Government in the Secretary are empowered to question any employee standing in the verandas and corridors during office hours and if necessary to report their names to the Heads of Departments/Joint Secretariat, for taking further action. During the visiting hours of the Secretariat, i.e., between 3.00 p.m. to 5.00 p.m when there might be persons other than staff also in the Secretariat, care should be taken to see that visitors are not questioned and embarrassed.

This order will into force with immediate effect

By order of the Governor
ZACHARIA MATHEW
Special Secretary (Public)

To

All Heads of Departments and Offices
All Departments (all sections) of the Secretariat
All officers of the Secretariat
The Secretary, Kuala Public Service Commissions,(with C.L.)
The Registrar, High Court, Ernakulam (with C.L.)
The Registrar, University of Kerala/Calicut/ Cochin (with C.L.)
The Registrar, Kerala Agriculture University, 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 Secretaries to the Chief Minister and other Ministers
The Stenographers to the Chief Secretary and Additional Chief Secretary
The Director of Public Relations