

GOVERNMENT OF KERALA
Abstract

LATE ATTENDANCE BY GOVERNMENT SERVANTS – REGULARISATION OF
ABSENCE – INSTRUCTIONS – ISSUED

FINANCE (RULES) DEPARTMENT

G.O.(P) 93/82/Fin.

Dated, Trivandrum, 26th February 1982

ORDER

Government are pleased to issued the following guidelines in the matter of late attendance by Government Servants.

- (1) Since adequate leave facilities exist on a liberal scale the facility to be late with permission”, will not be allowed.
- (2) Three late attendance shall lead to loss of one day’s casual leave.
- (3) The computation shall be on an annual basis.
- (4) Forfeiture of Casual Leave for late attendance shall not be a substitute for disciplinary action which can be initiated, if necessary on the merits of individual cases.
- (5) If there is no casual leave at the credit of the employee, earned leave or half pay leave or leave without allowance will be forfeited, the employee being permitted to choose the kind of leave to be forfeited. Forfeiture will be effected by the grant of leave for the third day of late attendance.

The Heads of Offices shall be held personally responsible for the enforcement of the above instructions. Allowing or condonation of late arrivals is specifically prohibited.

By order of the Governor,

S.PADMAKUMAR
Finance Secretary

To

The Accountant General, Kerala, Trivandrum
All Heads of Departments and Offices
All Departments and Sections of the Secretariat
The Registrar, High Court Ernakulam (with C.L.)
The Registrar, University of Kerala/Cochin/ Calicut (with C.L.)
The Registrar, Agricultural University, Mannuthy (with C.L.)
The Secretary, Kerala Public Service Commission Trivandrum(with C.L.)

The Secretary, Kerala State Electricity Board, Trivandrum
The General Manager, Kerala State Road Transport (with C.L.)
Corporation Trivandrum
The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and
Under Secretaries to Government
The Private Secretaries to the Chief Minister and other Ministers
The Secretary to Governor
The Stenographer to the Chief Secretary
The Director of Public Relations.