

GOVERNMENT OF KERALA
Abstract

LATE ATTENDANCE IN OFFICERS –PROCEDURE PRESCRIBED –ORDERS ISSUED

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PUBLIC (MISCELLANEOUS) DEPARTMENT

G.O.Ms.No.233/75/PD.

Dated Trivandrum 20th October 1975

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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
Services Organizations, Trivandrum

ORDER

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

All the members of the staff should attend the offices at 10.15 a.m. 10 a.m. as the case may be and mark the attendance. The attendance be closed 10 minutes after the commencement of the office (i.e. at 10.25.n. or 10.10 a.m. as the case may be). A grace time of 10 minutes can granted for attending the offices. In unavoidable circumstances, a member 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 or more 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 the calendar year 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 issued the following orders:--

1. The grace time of 10 minutes for attending the offices will continue.
2. Attending offices after the grace time but within one hour will be defined as "late attendance".
3. Three late attendances will result in forfeiture of a day's casual leave as stipulated in the existing 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 into consideration for calculating the number of late attendance for forfeiture of Casual Leave .
5. For absents from office for more than one hour, but up to the duration of a F.N. or A.N. Session, an officer will be allowed a half day's casual leave, at his request.
6. For absents for more than the duration of a F.N. or A.N. Session an officer will have to take a full day's 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 Registrar University of Kerala, Calicut and Cochin (with C.L)
The Registrar, Agricultural 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 Secretary to Chief Minister and other Ministers
The Steno to Chief Secretary and Additional Chief Secretary
The Director of Public Relations.