



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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परिपत्र संख्या / Circular No :109

दिनांक: 11.11.2019

## C I R C U L A R

It has been observed that some of the staff/officers are not adhering to the office timings. It is also observed that staff members are coming late, leaving Office early without proper authorization. As per the instructions, the officials should mark their attendance on Attendance Register as per the timing given below:

Morning : 09:00 Hrs.  
Evening : 17:30 Hrs.

The timing for the lunch break will be between 13:00 Hrs and 13:30 Hrs. The half-an-hour time-limit for lunch break must be scrupulously observed not only by the subordinate staff but also by Supervisory Officers.

Hence, all employees are hereby informed that Office timings should be strictly adhered to. Every employee is expected to be in seat and to start work at the prescribed opening hours. Five minutes grace time may be allowed in respect of arrival time to cover any unforeseen contingencies. Such late coming (within the grace time) may be condoned unless it becomes matter of frequent recurrence.

Further, it is also informed that as per rules, Half-a-day's casual leave should be debited to the Casual Leave account of an employee for each late attendance, but late attendance up to an hour, on not more than two occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action will be taken against the employee concerned in addition to debiting half-a-day's casual leave if he/she is persistently/habitually attending late or leaving early.

*Sd/-*  
(K. Lalbaikchunga, IDAS)  
Asstt. Controller (AN)

फाइल संख्या: प्रशा / 1बी / डी / सामान्य / खंड- XXXV

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Copy to:

01. All Officer-in-Charge
02. All sections of MO Guwahati (As per list)
03. PS to CDA
04. Notice Board
05. EDP for uploading on official website.

*Moloy Ghosh*  
(Moloy Ghosh)  
Sr. Accounts Officer (AN)