

**IMPORTANT CIRCULAR No.48**

To

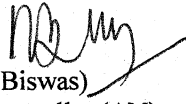
1. All the Officers-in-charge of M.O. CDA Guwahati
2. All Sub offices under CDA Guwahati Organisation

Subject: **Habitual Late Attendance: DAD Estt.**

This is brought to the notice of all the Officers-in-charge under CDA Guwahati Organisation that Govt. of India has issued office Memorandum on 22<sup>nd</sup> June 2015 informing that as per Rule 3(1) (ii) of CCS (Conduct) Rules, 1964 every employee shall at all times maintain devotion to duty. Habitual late attendance is viewed as a conduct unbecoming of a Govt. employee and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servant at all levels.

All the Officers-in-charge are hereby requested to ensure that punctuality in attendance is observed by the employees at all levels and remain present during the office hours. However, if the employees are required to work beyond working hours or in holidays for completion of pending work, they shall obtain prior permission in writing from the competent authority.

**File No. AN/1A/01/CIRCULAR/Vol-XI**  
**Date: 5/05/2022**

  
(N.K. Biswas)  
Dy. Controller (AN)