



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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No. AN/IB/CDA/Gen/XXV

Dated: 23/02/2021

IMPORTANT CIRCULAR

To,

The Officer In Charge
All Sections of M.O. CDA Guwahati

Sub: PUNCTUALITY IN ATTENDANCE & OBSERVANCE OF PROPER OFFICE TIMINGS: DAD Staffs

Of late it has been observed that punctuality in attendance and proper office timing is not being maintained by some of Officers & Staffs of this office even after withdrawal of COVID-19 restriction, which has been viewed seriously by the competent authority. All Officer In Charge of concerned sections are requested to keep observation on their Staffs to maintain punctuality in their attendance vis-à-vis office hours strictly as stipulated in Para 261 of OM Part I and duties as per charter of duties stipulated in Annexure-II to DoPT O.M. No. AB-14017/6/2009-Estt.(RR) dated 30.04.2010. For ensuring a strict check on the matter the procedure of attendance as laid down under Para 261(a-e) of OM Part-I shall be strictly enforced by the Officer In Charge of the concerned section. Any laxity in this regard will be viewed seriously.

In view of this all Officer In Charge are instructed to monitor their attendance as well as performance of their duties. 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.

A compliance report in this regard may also be submitted within 01/03/2021.

This is issued with the approval of CDA.

Sd/-
(Sandeep Kumar Yadav)
Dy. Controller

Copy to:

✓ IT & S Wing (Local)

- For uploading on Official Website.

Sd/-
(Debariya Das)
Accounts Officer (AN)