

No. A-25011/1/2011-Estt.  
Government of India  
Ministry of Minority Affairs  
(Estt.Section)

11<sup>th</sup> Floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi-110003.  
Dated: 14<sup>th</sup> February, 2012

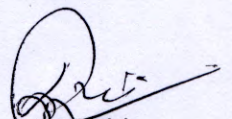
Circular

The attention is invited to the Ministry's circulars of even no dated 18/8/11, 31/10/11 and 22/12/2011 regarding observance of punctuality but the situation has not improved till date. However, it has been observed that staff and officers are not attending office punctually.

2. All concerned Divisional Heads are requested to direct their Directors/US to check the attendance regularly. Surprise check also be done at their level from time to time. Further, it is directed that one day Casual leave shall be deducted for three days late coming.

3. It has also been observed that request for leave such as EL/CCL of subordinate staff /officers are being recommended by the Controlling Officers. It is directed that the prior consultation with the Establishment Section should be done before recommending the leave application well before 10 days so that Establishment Section could advise the leave recommending Officer about for how many days the leave can be recommended and sanctioned by the competent authority. In normal case, Officer/Staff should not proceed without prior sanction of leave. In case, the aforesaid instructions are not followed, no substitute will be provided.

4. This issues with the approval of the Competent Authority.

  
(K. D. Singh)

Under Secretary to the Government of India

1. PA to Secretary (MA)
2. PPS to JS(PP&A)
3. PS to JS(I&W)
4. PS to JS (S&M)
5. All Officers/Staff in the Ministry of Minority Affairs
6. Notice Board