

No.3-3/RCS/Estt/E3/2009/  
GOVERNMENT OF PUDUCHERRY  
CO-OPERATIVE DEPARTMENT

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Puducherry, the 14.08.2014

**CIRCULAR**

Sub: Observance of punctuality in attendance, applying of leave,  
maintenance of Personal Registers, etc – Instructions – Issued.

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In spite of the instructions issued by the Administrative Reforms Wing, Department of Personnel and Administrative Reforms, Puducherry and Co-operative Department quite often on the maintenance of attendance, it has been observed that some of the staff members are attending the office late. This late coming practice should be strictly avoided and all the Officers and Staff are once again instructed to keep punctuality in attending the office in time. Any lapse on the part of the officials will be viewed very seriously and action will be taken against them as per rules in force.

2. Further, it is seen that some of the staff are in the habit of leaving the office during office hours without obtaining prior permission from the Officer concerned, which is also not proper. If it all required leaving the office during office hours, they should get prior permission from the Officer concerned and leave the office that too, only after making necessary entry in Movement Register.

3. Besides, it is noticed that some of the officials have placed their leave application/letter on the table and in the Attendance Register, which is not correct. Such practice should be strictly avoided. Except, under unforeseen conditions and circumstances beyond their control and due to ill health on medial grounds, all the Officers, and staff should submit their leave applications only through their Section Officer / Head or the Officer in-charge and they can proceed on leave only after getting it confirmed that they have sufficient leave of kind applied and the leave applied by them has been recommended by the Section Officer / Head concerned.

4. It is also noticed that some of the dealing assistants not maintained Personnel Register which is not correct. Such practice should be strictly avoided and all the dealing assistants of this department are instructed to submit their Personal Register to their respective Section Officer / Head periodically or as and when the Section Head / Officer instructed.

5. The above instructions are issued to all the Officers and Staff for strict observance and compliance.

(T. KARIKALAN)

REGISTER OF CO-OPERATIVE SOCIETIES

To  
All the Officers and Staff  
Co-operative Department, Puducherry

Copy to:

1. The Under Secretary to Govt. (DP&AR), Chief Secretariat, Puducherry
2. The Under Secretary to Govt. (Coop), Chief Secretariat, Puducherry
3. The DRCS/Planning/Legal/Audit/Consumers/Credit/Handlooms/Housing
4. The DDO, Dairy Section
5. The DRCS, Karaikal
6. The DRCS, Mahe
7. The Co-operative Officer, V.