

GOVERNMENT OF KERALA

Abstract

*Forms - attendance register - modifications and instructions for maintenance -
Orders Issued*

PUBLIC (RULES) DEPARTMENT

G.O. (Ms) No. 381/76/PD.

Dated, 1st November, 1976

- Read:-
1. G.O. (Ms) No. 233/75/PD dated 20-10-1975
 2. From the Director of Printing and Stationery No. 22836/76/F1 dated 13-7-1976.

ORDER

In the G.O. cited, orders have been issued for the sanction of half a day casual leave to Government employees. Consequent to this it has become necessary to have separate columns for noting the casual leave availed of in the Forenoon and Afternoon for which columns of the Attendance Register in the present form are not adequate. The Director of Printing and Stationery (Printing) has in the letter read above forwarded a revised form for approval of Government. The form forwarded by the Director of Printing and Stationery is approved, subject to the modification that the vertical space provided for initials should be slightly reduced so that a few more names could be written on each page. The new pattern of Attendance Register will be printed and distributed by the time the present stock is exhausted.

The members of the staff should sign the Attendance Register in both the sessions at 10 a.m. / 10.15 a.m. and 2 p.m. respectively. The first line Supervisory Officer should close the Attendance Register and submit the same to the Head of the office once a day soon after 10 a.m./10.15a.m. as the case may be. If any member of the establishment who is present in the F.N. unauthorisedly absents himself in the Afternoon the first line Supervisory Officer should bring this fact to the notice of the Head of the office the same Afternoon.

In G.O. (Ms) No. 233/75/PD dated 20-10-1975 it has been clarified that for absents for more than the duration of a Forenoon or Afternoon session an officer will have to take a full day's casual leave. Hence when casual leave for half day is availed of no late permission will be granted that day and if the employee on half day Casual Leave in the Forenoon or Afternoon is late in attending office in the other session he will be treated as having availed of Casual Leave for the whole day.

The following instructions are issued for the guidance of all officers to avoid wastage in the use of the attendance Register forms:-

1. At present the form is supplied only in one size. There are small offices also where the number of members are limited. For the use of such offices the Superintendent, Government Presses will hereafter print the Attendance Register forms in half the present width also. Officers who have use only for such forms should indent only for such half size forms.
2. At present it is seen that in certain officers the names are written up leaving one or two intermediary lines blank. This practice should be stopped.
3. When the Attendance Register is stitched only the minimum requirements of leaves of the form should be used. Wastage of unused forms should be avoided.
4. Whenever there is a change of personnel by transfer or grant of leave the name of the new member should be written immediately below the existing entry and the new member should sign in the same line as the former. Reasons and the date of change of the incumbent etc. should be noted in the remarks column.
5. In big offices like Office of the Heads of departments Attendance Register should be maintained one for each section. This is intended to see that the first line Supervisory Officer who is in charge of the section exercise a close supervision over the attendance of the staff working under him.

The above instructions should be observed strictly from 1977.

By order of the Government
ZACHARIA MATHE
Special Secretary