

# OFFICE OF THE ACCOUNTANT GENERAL (A&E) J&K

## Circular

There is an immediate cause of concern in respect of punctuality in attendance in the office. Staff members are either found coming late for office or leaving earlier than the designated office hours or are found absent from their duty points.

In order to rectify the situation and to ensure discipline and punctuality in the office, the following are directed:

1. Every staff member is to ensure that they reach office by the office starting time.
2. Each section head (AAO/Supervisor) is directed to ensure that the daily attendance is closed on time and submitted onwards to their Branch Officer (Sr. AO/AO) for review.
3. All the attendance registers of the respective offices are required to be submitted to the respective group officer/group officer present at station in time by the concerned Branch officers.
4. Every staff member is required to sign the attendance registers both on arrival and at departure.
5. No staff member should leave the office before the scheduled office hours.
6. All the staff members are required to be present and available at their duty points during office hours and the section heads are directed to ensure strict compliance to the same.

Any deviation/violation of the above directions will be viewed seriously.



Sr. Deputy Accountant General (Admn)

No: DAG (Sectt.)/Admn/2017-18/33-37

Dated: 22/08/17

Copy to:

1. Secy. To Accountant General.
2. CA to Sr. DAG (Admn).
3. CA to Sr. DAG (P).
4. CA to SR. DAG (A/Cs).
5. All Sr. AOs/AOs/AAOs/Supervisors of both Srinagar & Jammu office to ensure wide circulation, publicity and compliance.