

GOVERNMENT OF ORISSA  
POLITICAL AND SERVICES DEPARTMENT

..... 13492(28)  
M.No. .... Gen.,  
OM/5-77/63.

42  
Tp:

All Departments of Government.

Bhubaneswar, the 17th Sept., 1963.

Sub :-

Late attendance. ....

The undersigned is directed to invite reference to the Political and Services Department letter No.3347 dated the 18th March, 1961 on the subject referred to above and to say that in para 3 of the letter, punishment for late attendance when a Government servant has exhausted all the casual leave in a year, has been indicated to show that, when a Government Servant after exhausting all the casual leave in a year attends office late, the punishment to be meted out to him for late attendance is warning and, if despite the warning he does not improve, he may be censured. A question has now arisen as to what should be the punishment for a Government servant for late attendance after the punishment of warning and censure is meted out to him, when the casual leave admissible to him is exhausted after deducting one day's casual leave for 3 days of late attendance. In Rule 2(B) of Chapter III of the Orissa Secretariat Instructions, it is provided that regularity and punctuality in attendance will be taken into consideration not ~~only~~ in sanctioning leave, but also in determining promotion. Further forfeiture of a day's casual leave shall be the penalty automatically imposed for three days of late attendance in a month, and, ~~if~~ if the late attendance is habitual, the officer-in-charge of establishment will award such punishment as he considers necessary in the interest of discipline. This provision in the Orissa Secretariat Instruction has empowered the appropriate authority to award such punishment as would be appropriate for breaking discipline by means of habitual late attendance. Government, after careful consideration, have decided that it is not appropriate to fetter the discretion of the appropriate authority for punishing the late attenders by means of administering warning or censure only and that for the sake of discipline, the appropriate authority may award such punishment as is admissible under the Orissa Civil Services ( Classification, Control and Appeal) Rules, 1962. Para 3 of the Political and Services Department letter referred to above is, therefore, modified accordingly.

( This disposes of the Mining and Geology Department ~~letter~~ letter No.I.M. 127/63-8026 dated the 6th August, 1963).

(-) To  
M & S, Dept  
only

*M. S. Das*  
16/9/63  
Deputy Secretary to Government.