To

All SAOs of various Sections of Main Office.
( Local ).

Sub:- Proper and Regular Maintenance of Work Books.

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It has come to the notice that work-books are not being maintained by some of the staff members while work-books in respect of majority of staff members found to have not being checked by AAOs, SAO and GOs regularly in accordance with provisions contained in Para 497 of OM Part-I. Non-maintenance/improper & incomplete maintenance of work-books not only leads to incorrect reflection of status of work of a taskholder/Section but also results into loss of proper control on the timely disposal of assigned work. All the staff members are, therefore once again directed to ensure proper and regular maintenance of Work-Books and submission thereof to AAOs, SAOs and GOs concerned strictly in accordance with provisions contained in para 497 of OM Part-I. Non-compliance will attract suitable disciplinary action against the erring staff/officers concerned.

2. Further, it has also come to the notice that a few Sections are opened frequently on Saturday and Sunday on compensatory basis without any details of work done by the staff on these days. Attendance on the days on which Sections were opened on compensatory basis are not marked on Biometric Attendance System by majority of the staff members as a result of which total working hours put in by each of staff members can not be ascertained. It has also been observed that in number of dates on which Sections were opened on compensatory basis no supervisory staff was present to supervise the work of staff. It is therefore directed that henceforth no Section should be opened without prior written permission of GO(AN) or GO concerned Supervisory staff concerned will invariably ensure his/her/their presence on the days Sections are opened on compensatory basis. Attendance is to be marked through Biometric Attendance System.

Contents of this circular be brought to the notice of all members of staff and their dated initials obtained in token of having noted the contents of circular for strict compliance.

(Sahil Goyal, IDAS)
GO(AN).

Copy to:-

All the GOs of MO.
The OIC, (IT&S Section) along with a copy of above circular for uploading in the office website.

(Sahil Goyal, IDAS)
GO(AN).