

No.C.31015/5/2024 -GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
MIZORAM SECRETARIAT, MINECO, AIZAWL

OFFICE MEMORANDUM

Aizawl, the 11th October, 2024

Subject: Strict adherence to office timings by Government Servants

1. The Government of Mizoram attaches due importance to the observance of punctuality and regular attendance by all officers and staff. It has been observed that despite repeated instructions, certain officers and staff are not adhering to the stipulated office hours. Such instances are viewed seriously by the Government.
2. All Government servants are hereby directed to strictly comply with the office timings as prescribed by the State Government in General Administration Department from time to time. They must ensure their attendance during the entire office hours and refrain from leaving their place of duty before the official closing time.
3. It is the responsibility of the Administrative Heads of Departments to personally monitor the attendance of officers and staff under their jurisdiction. They shall ensure the punctuality and presence of all employees during working hours and be held personally responsible for the maintenance of office discipline.
4. Non-compliance with these instructions will invite disciplinary action as deemed appropriate by the competent authority.
5. This Office Memorandum shall come into immediate effect.

Sd/-Dr. RENU SHARMA
Chief Secretary to the Govt. of Mizoram


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Aizawl, the 11th October, 2024

Copy to:

1. Secretary to Governor, Mizoram
2. PS to Chief Minister, Mizoram
3. PS to Speaker/Ministers/Deputy Speaker/Ministers of State
4. PS to Vice-Chairman, State Planning Board/Government Deputy Chief Whip/Advisers to Chief Minister
5. Sr PPS to Chief Secretary
6. All Administrative Heads of Department
7. Secretary, MPSC/MIC/SEC/Lok Ayukta
8. All Heads of Departments
9. Website Manager, GAD for uploading in the website
10. Guard file


(LALDINFELI)

Under Secretary to the Govt. of Mizoram
 General Administration Department