

**No.C.31015/6/2024-GAD**  
**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**MIZORAM SECRETARIAT, MINECO, AIZAWL**  
**email : gadmizoram@gmail.com**

**OFFICE MEMORANDUM**

Aizawl, the 1<sup>st</sup> April, 2025

**Subject:** Ensuring strict adherence to office timings by Government Servants.

It has been observed that there is a general laxity among Government servants in adhering to office timings not only in the Mizoram Secretariat but also in the Directorates and various field offices. Monitoring of attendance through the Biometric Attendance System at the State Secretariat and the KAI application in other offices has confirmed this trend. This has led to a decline in workplace discipline and overall efficiency.

2. In order to ensure strict compliance with office timings and to improve accountability, the following instructions are issued for immediate implementation:

- a) All Government servants must strictly adhere to the office timings as notified by the Government from time to time. They shall report to their workplace on time and shall not leave before the stipulated time without prior permission from their respective supervisory officers.
- b) Administrative Heads and Heads of Departments shall ensure that all officers and staff under their jurisdiction maintain punctuality and adhere to office timings. They shall conduct random checks on attendance at least once every week and take necessary corrective measures in case of non-compliance.
- c) The Chief Secretary shall personally monitor the attendance of Secretaries and Heads of Departments to ensure discipline at the highest levels of administration.
- d) Any Government servant found to be habitually late or leaving early without authorization shall be liable to disciplinary action as deemed appropriate by the competent authority. Such action may include issuance of warnings, deduction of leave, and initiation of disciplinary proceedings as per the relevant rules.

3. All Administrative Departments, Heads of Departments, and Controlling Officers are directed to ensure the strict implementation of the above instructions with immediate effect. Non-compliance shall be viewed seriously and may invite disciplinary action.

4. This Office Memorandum is issued with the approval of the competent authority.

**Sd/- KHILLI RAM MEENA**

Chief Secretary to the Govt. of Mizoram  
**Aizawl, the 1<sup>st</sup> April, 2025**

**Memo. No.C.31015/6/2024-GAD :**

**Copy to:**

1. Secretary to Governor, Mizoram
2. PS to Chief Minister, Mizoram
3. PS to Speaker/Ministers/Deputy Speaker/Leader of Opposition/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/MSCPCR
8. All Heads of Departments
9. Website Manager, GAD for uploading in the website
10. Guard file

  
**(LALRINCHHANI RALTE)**

Deputy Secretary to the Govt. of Mizoram  
General Administration Department