

No.C.31015/6/2024-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT

Dated Aizawl, the 14th November, 2024

OFFICE MEMORANDUM

In order to better enforce punctuality and accountability in monitoring of attendance, the Government of Mizoram has decided to introduce app-based attendance monitoring system 'Kai' app in all Directorates and sub-ordinate offices which will be fully rolled out on 20th November, 2024. In this regard, the competent authority hereby issues the following orders:

1. The responsibility of monitoring attendance and ensuring punctuality for each department/office rests with the respective Head of Department/Head of Office.
2. All Head of Department/Office shall designate appropriate official under their respective establishment to function as 'Manager' for the purpose.
3. The tendency of leaving office during working hours and before closing time should be firmly discouraged.
4. If an employee is late and/or leaves office early, 3 (three) such instances will entail deduction of 1 (one) half day CL by the Manager. However, as provided in the Central Secretariat Manual on Office Procedure: Office Management, *late attendance upto an hour on not more than two occasions in a month may be permitted by the competent authority if satisfied that it is due to unavoidable reasons.*
5. All Directorates having sub-ordinate offices should give training on Kai app to their respective sub-ordinate offices before the above roll out date.

All Directorates and Sub-ordinate offices are instructed to ensure compliance of the above orders. In case of any queries regarding the app, the Mizoram State e-Governance Society (MSeGS) may be approached.

Sd/- VANLALDINA FANAI

Commissioner & Secretary to the Govt. of Mizoram
General Administration Department

Memo No.C.31015/6/2024-GAD : **Dated Aizawl, the 14th November, 2024**

Copy to:

1. Secretary to Governor, Mizoram
2. PS to Chief Minister, Mizoram
3. PS to Speaker/Ministers/Leader of Opposition/Dy. Speaker/Minister of State/Vice Chairman, State Planning Board/ Dy. Govt. Chief Whip/All MLAs
4. Sr. PPS to Chief Secretary, Govt. of Mizoram
5. All Administrative Heads
6. All Administrative Departments
7. All Heads of Department
8. Web Manager, GAD
9. Guard file


(LALDINFELI)

Under Secretary to the Govt. of Mizoram
General Administration Department