No.C.31015/5/2024-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
*****

Dated Aizawl, the 22nd March, 2024

OFFICE MEMORANDUM

Subject: Observance of punctuality in the Mizoram Secretariat.

Instructions have been issued from time to time regarding the need to observe punctuality. Attention is invited to Rule 3 (i) (ii) of CSS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government servant. Punctuality in attendance also ensures that work productivity increases within the administration which is the main goal of good governance.

In order to better enforce punctuality and accountability in monitoring of attendance, the Government of Mizoram has decided to introduce facial recognition-enabled Biometric Attendance System. All Government servants working in the Mizoram Secretariat must register their biometrics and scan themselves every working day on arrival and departure in any of the machines installed at various locations within the Secretariat. The attendance will be monitored in a dedicated web content management system www.mizattendance.co.in. Every designated official will have access to the attendance reports of their respective officers and staff and will be called "Checking Officer" for the purpose.

Therefore, in order to ensure that the biometric attendance monitoring system serves its intended purpose, the competent authority hereby issues the following orders/ instructions with immediate effect and until further orders:

1. The responsibility of monitoring attendance and ensuring punctuality for each department/office rests with the respective heads. All Administrative Heads of Departments are to nominate one Nodal Officer not below the rank of Joint Secretary for each department to take affirmative action when required. She/He will submit weekly report of the Department to the administrative Head. The Nodal Officer will also function as Checking Officer for Group A officers.

2. Superintendents will function as Checking Officers in each department/ wing/ branch for Group B, C and D employees. They will submit daily reports to the Under Secretaries, who can also monitor their respective department staffs and ensure that prompt action is taken by their Checking Officers. Officers in the service/cadre

controlling departments will also have access to their employees' attendance details.

3. The tendency of leaving office during working hours and before closing time should be firmly discouraged.

4. Checking Officers are to record the movement of officers/staff on field inspection, attending meetings or official duties outside the office premises.

5. 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 Checking Officer. 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.*

6. The Administrative Heads are to ensure that there are no habitual offenders by taking prompt action when required.

7. All Administrative Heads shall submit a fortnightly Action Taken Report in the prescribed format *(enclosed)* to the Chief Secretary commencing from April 2024, positively.

All Administrative Departments are instructed to ensure compliance of the above orders.

Sd/-Dr. Renu Sharma, IAS
Chief Secretary to the Govt. of Mizoram

Memo No No.C.31015/5/2024-GAD : Aizawl, the 22nd March, 2024

Copy to:-

1) Secretary to Governor, Mizoram.
2) P.S. to Chief Minister, Mizoram
3) P.S to Speaker/Ministers/Leader of Opposition/Deputy Speaker/Minister of State/Vice Chairman, State Planning Board/Deputy Govt. Chief Whip
4) All members of Mizoram Legislative Assembly
5) Sr. P.P.S to Chief Secretary, Govt. of Mizoram
6) All Principal Secretaries/Commissioner & Secretaries/Secretaries/ Special Secretaries, Govt. of Mizoram
7) Secretary, MLA/MPSC/MIC/MSEC/MSCPCR/MBSE/Mizoram Lokayukta
8) All Administrative Departments
9) All Heads of Departments
10) Web Manager, GAD/GAD(SAW)
11) Guard File

22/3/24

(R. LALRAMNGHAKA)
Secretary to the Govt. of Mizoram
General Administration Department

Annexure

FORTNIGHTLY REPORT ON MONITORING OF ATTENDANCE

Period of Report: _____ Date of Submission: _____

Name of Department: _____ Wing: _____

Name and Designation of Nodal Officer: _____

Sl.	Checklist - *Answer to be given Yes or No and in number (eg. Yes/3)*	Group A	Group B	Group C	Group D
1	Whether attendance is monitored regularly by Checking Officer/s during reporting period				
2	Whether deduction of leave occurred during reporting period				
3	Whether habitual offender is/are identified during reporting period				
4	Whether disciplinary action initiated or taken against an official during reporting period				
5	Cumulative number of leaves deducted				
6	Cumulative number of disciplinary action taken/initiated				

ANY OTHER REMARKS