

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER : WEST JAINTIA HILLS DISTRICT : JOWAI.

OFFICE ORDER
DT. 06.01.2016

It has been observed from public complaints and personal inspection by the Addl. Deputy Commissioner and the undersigned that late arrival and early departures are increasing frequently in spite of reduced office time duration during winter season. It may be recalled that the undersigned during the staff meeting, had allowed a maximum half an hour allowance in the morning up to 10.30 AM with a caution that the allowance be used sparingly. Late coming to the office and absenteeism hampers public works and such misconduct is unacceptable and warrants strict disciplinary action.

Hence it has been decided to issue a general warning to all the staff and starting tomorrow, the branch head shall send the branch attendance register to the chamber of the undersigned **at 10.40 AM sharp** without fail. Any staff who has not signed before that shall be deemed to be absent for the entire day and a casual leave be marked against his/her name for that day.

Sd/-
(Arunkumar Kembhavi, IAS)
Deputy Commissioner,
West Jaintia Hills District,
Jowai.

Dated Jowai the 6th January, 2016.

Memo. No. GEN.83/Pt/2005/82,

Copy to:-

1. All Additional Deputy Commissioners for favour of information.
2. All Extra Assistant Commissioners for favour of information.
3. All Branch of D.C's office for information and compliance.
4. Notice Board
5. NIC website


Deputy Commissioner,
West Jaintia Hills District,
Jowai.