

**WEST BENGAL STATE ELECTRICITY BOARD
BIDYUT BHAVAN : BIDHANNAGAR
CALCUTTA - 700 091.**

CIRCULAR

Date: 18 December, 2000

In reiteration of all earlier orders, for improving accountability and efficiency in the Board, it has been decided in supersession of all previous orders in this regard that the following instructions be strictly adhered to for ensuring punctuality in attendance and prompt disposal of work by the employees at all levels :

A. FOR EMPLOYEES ENGAGED IN OFFICE DUTY

- (1) Every employee shall sign the relevant Attendance Register noting both the time of arrival and the time of departure.
- (2) (a) In all categories of establishments, the grace period for signing the Attendance Register in the morning shall be 15 minutes after the scheduled time and employees reporting for duty after this grace period shall be marked "late".

(b) Employees may be allowed to sign the Attendance Register and record attendance upto and within 45 minutes of the scheduled time of attendance in the morning. Anybody coming thereafter will be marked 'absent' and will not be allowed to join duty on that day.

Examples: If the time for attendance in an office is 10.00 a.m. any employee reporting after 10.15 a.m. will be marked 'late'.

Any employee whose duty is to start, say, at 8.00 a.m. will similarly be marked 'late', if he does not turn up within 8.15 a.m.

NOTE .

In places where attendance is recorded through a Card Punching system, the existing provisions may continue provided these do not exceed the relaxation as enjoyed in para 2(a) and 2(b) above of this Circular.

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- (c) Attendance Registers should be kept with a designated Officer from 15 minutes after the scheduled time of attendance to 15 minutes before the scheduled time of departure. The Attendance Register should be sent to the office where required 15 minutes before the scheduled time of departure so that the employees can put their signature in the departure column. At the scheduled time of departure 'cross marks' will be given against the names of those who have not signed in the departure column.
- (d) No employee shall leave office before closing hours without permission of the Controlling Authority i.e the Head of Office.
- (e) One day's casual leave or Compensatory Casual Leave shall be deducted from Casual Leave/Compensatory Casual Leave at the credit of a employee for every three days late attendance in a calendar month. If an employee has no Casual Leave or Compensatory Casual Leave to his credit, one day's 'Earned Leave' shall be deducted from the accumulated earned leave at his credit for every 3(three) days' late attendance. All Controlling Officers/ Head of the offices shall ensure that proper procedures/mechanisms are devised to keep an account of deducted leave.
- (f) In general, condonation of late attendance will not be allowed. In only extreme cases, if the Controlling Authority is satisfied that the delayed arrival of a employee in office has been due to dislocation of traffic, heavy rains or similar genuine and convincing circumstances over which the employee has no control, such delay may be condoned by the Controlling Officers/Head of the offices provided such dislocation of traffic etc. is of general and very extensive in nature.
- (g) (i) Normally, no employee posted in different offices shall leave Headquarters without proper permission.
- (ii) If any employee is required to proceed on leave on personal grounds, he/she will have to obtain prior concurrence before departure.

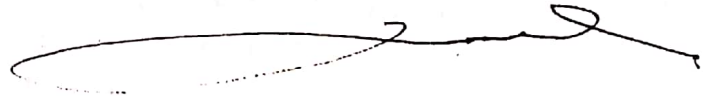
- (iii) Even when an employee has to leave HQ on official duty, he/she shall have to obtain prior written permission from the Controlling Officer.
- (h) All Controlling Officer/ Head of the office shall maintain up to date Leave Register and keep in operation regular periodic checks.
- (i) The Competent Authority may initiate disciplinary action against an employee for persistent late attendance or persistent early departure from office without permission.
- (j) Every employee of the WBSEB engaged in office work shall keep record of his daily performance in the Case Book/Case Diary/Note Book which will be provided shortly for recording daily performance. They should record notes in these diary/books of their output with regard to allotted duties. Wherever applicable they should mention the issues handled, meetings attended, site inspections/inspection of sub-ordinate offices conducted etc. during the day. The performance of all employees must be checked regularly by superiors, and the performance of the superior officers shall also be checked similarly by the competent authority. The Controlling Authority is to ensure that the role of the concerned 'superior officer' and/or the competent authority is clearly notified and that they are made accountable.

B. FOR THE EMPLOYEES ENGAGED IN FIELD DUTIES.

Field employees engaged in various field duties/ meter reading/project works etc. must attend their place of work daily and shall submit a programme of work for every week to his immediate superior officer/ Controlling Authority in advance and at the end of the week the detailed field diary shall also be submitted to the Controlling Authority.

- C. All the Controlling Officers as well as other senior officers of the circle and division will visit at least five offices under their jurisdiction in a month to verify actual timings of arrival and departure of the employees of various categories. Sub-Stations be also visited in the same manner. Punctuality at all the Generating Statios should be also ensured. General Manager and Heads of the Generating Station will hold a meeting once in a month for monitoring punctuality in attendance & strict maintenance of gate.

- D All concerned are, therefore, advised to ensure that punctuality in attendance, deduction of leave and other instructions as mentioned in the Circular are strictly complied with without any relaxation or deviation.
- E. Surprise checking shall be made to check the attendance registers in different offices by the Officers sent from Corporate Office from time to time.



(RAJEEV DUBE)
SECRETARY

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Distribution