

WEST BENGAL STATE ELECTRICITY BOARD

VIDYUT BHAVAN : BIDHANNAGAR

BLOK -DJ : SECTOR - II

CALCUTTA - 91

URGENT

Shri. Basu
P. Circulate
20/1/2000

Date : 18.12.99

CIRCULAR

The attention of all concerned is being drawn to the fact that a drive is being initiated in the Board to bring about overall improvement in the performance in all the areas with the objective of increasing the revenue, reducing the costs and expenditure, ensuring better consumer service and liquidating all pending arrear works. It will be appreciated by all concerned that to achieve these objectives an environment conducive to sincere and efficient functioning has to be created in all the offices of the Board. This cannot be done without ensuring punctuality in attendance which is the beginning point for enforcing discipline in any office. It has, therefore, been decided that all steps shall be taken to ensure punctuality in attendance in all the offices of the Board throughout the State.

All concerned are, therefore, directed to ensure that standing Orders and Circulars of the Board on the subject of punctuality in attendance are strictly complied with without any relaxation or deviation. In terms of our previous Circulars **one day's leave is deducted for every 5 day's late attendance** in a calendar month. The same procedure shall be followed in case of deduction of Casual Leave / Compensatory Casual Leave at the credit of staff / officers for every 5 days late attendance in a calendar month. If a staff / officer have no Casual Leave or Compensatory Casual Leave in his credit, one day's Earned Leave shall be deducted from the accumulated Earned Leave at his credit **for every 5 days late attendance** in a calendar month. More specifically, those who will attend office after 10.15 A.M. shall have to be treated as 'late' and those beyond 10.45 A.M. should be marked 'absent' in the attendance register for the day in question. Similarly, departure time from office of all categories of employees should not be before 5.00 P.M. on full working days and 1.30 P.M. on all Saturdays or half-holiday declared, if not otherwise mentioned. Other terms and conditions of the Circulars issued earlier will remain unchanged.

All the Controlling Officers as well as Sr. P&AO/P&AO 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 Stations 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.

All concerned are, therefore, advised to ensure that punctuality in attendance, deduction of leave and instructions as mentioned in the different Circulars are strictly complied with without any relaxation or deviation.

Surprise checking shall be made to check the attendance registers in different office by the Officers sent from Corporate Office from time to time.

(RAJEEV DUBE)
SECRETARY