

Copy of Punjab Government Circular letter No. 3206-GII 58/ 54252, dated 18th July 1958 from the Chief Secretary to Government Punjab addressed to all Heads of Departments, etc., etc.

Subject : Penalty for late attendance.

I am directed to address you on the subject noted above and to say that according to paragraph 17(3) of the Punjab Civil Secretariat Instructions, one days casual leave is to be forfeited for every three days late attendance provided the official is not late for more than two hours on each occasion and this practice is strictly followed in the Punjab Civil Secretariat. An enquiry has now been received as to whether these instructions also apply to other Departments or not. In order to maintain uniformity in all the Departments of Government it is considered necessary to adopt the same procedure throughout the State. I am, therefore, to request you that in future the instructions *ibid* (copy enclosed) should be followed in all Departments of Punjab Government.

Copy of Para 17 (3) of Secretariat Instructions, Punjab.

(3) *Penalty for late attendance.*—one day's casual leave will be forfeited for every three days late attendance. At the end of each month the Heads of Branches should examine the Attendance Registers and calculate the number of days on which the members of their branches were marked late and forward the statement in the form given below to the Assistant Secretary (Administration) up to the 5th of each month following the one to which it relates. In the last week of December, the Heads of Branches will prepare a consolidated statement showing the total casual leave forfeited on account of late attendance and then examine whether the casual leave at the credit of an official has been exceeded or not. Any excess should be carried over as a debit entry to the next year's account. This consolidated statement together with the material on which it has been prepared should be submitted to the Assistant Secretary (Administration) punctually by the 15th January each year. The Assistant Secretary will then take such action on these statements as he may deem suitable.

Permission to attend office late by one or two hours will also be treated as late attendance for the above purpose.

Statement for the month of _____ showing names of late comers of _____ Branch.

Serial No.	Name of official	Date	Time of arrival	No. of days to be deducted from C.L.A/C	Total CL. Deductions of previous months	Total	Remarks
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