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GOVERNMENT OF KERALA

General Administration (Co-ordination) Department

CIRCULAR

No. 85980/Cdn. 4/10/GAD. Dated, Thiruvananthapuram, 3rd January, 2011.

Sub:—Secretariat—Attendance Management System—Marking of attendance through Biometric Punching System—Further instructions issued—Reg.

Ref:—1. Circular No. 32656/Cdn. 4/09/GAD dated 16-3-2010.

2. G. O. (Ms.) No. 318/10/GAD dated 15-9-2010.

In the circular cited Government have instructed all employees and officers to mark their attendance through the newly introduced Attendance Management System in Government Secretariat w.e.f. April, 2010.

In the G. O. read above, marking of attendance through the Attendance Management System was made mandatory with effect from 1-10-2010. All employees and officers have been informed that those who have not marked their attendance through the Attendance Management System w. e. f. 1-10-2010 will have to face disciplinary action as per the provisions in the Secretariat Office Manual.

On verification of the report on the marking of attendance by employees and officers in Government Secretariat it is noticed that some of them have marked their attendance only once in a day. It is against the direction issued by Government earlier in this regard.

Hence it is instructed once again that all employees and officers working in the Secretariat should mark their attendance strictly through the biometric system once they enter the office and leave the office while on duty.

GCPT. 3/71/2011/DTP.

Those who fails to comply with the above direction will have to face disciplinary action as per rules in force.

MANOJ JOSHI,
Secretary, GAD.

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries
All Departments including Law and Finance
All Staff/Officers including Law and Finance
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P. S. to all Ministers
Additional Secretary to Chief Secretary
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