

RURAL ELECTRIFICATION CORPORATION LIMITED
(A Government of India Enterprise)

VIGILANCE DIVISION

CIRCULAR No.1/2006

Dated:-14.02.2006

Instructions have been issued from time to time for maintaining punctuality and adherence to office timings. CMD has expressed dissatisfaction that some employees are coming late in the morning and leaving the office early in the evening.

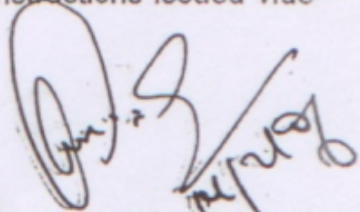
Heads of Divisions/CPMs/Additional Director, CIRE may ensure punctuality in respect of officers and staff working under them. It must also be ensured that attendance registers of the respective Divisions/Sections are submitted to them latest by 10.00 am every day. These registers may again be released by 5.30 pm for marking departure time attendance by the individuals.

Instances have also come to notice that some employees are not adhering to the lunch timings i.e. from 1.30PM to 2.00PM. It is necessary that the HODs of the concerned Departments and CPMs/Addl. Director in POs/CIRE check the attendance after lunch hour also. Surprise checking on attendance and of presence of officers/staff by Vigilance Division or other senior officer, has been ordered by CMD.

Administrative instructions in this regard provide for deducting one day CL for every 3 days late attendance and also disciplinary action under REC (CDA) Rules. It is therefore reiterated that HODs will strictly comply with the instructions issued vide circular dated 28.02.2000 and 17.09.2002 (copy enclosed).

Encls: as above.

No. REC/Vig./ii(284)2005/349


(V.K.Sharma)
Chief Vigilance Officer

Copy to –

1. AD/PS to CMD/Director (Fin.)/Director(Tech.)
2. All HODs/Executive Directors/GMs/GM(CS)
3. All Chiefs/Jt.Chiefs } Pl. arrange to circulate
4. Addl. Director, CIRE/All CPMs,POs/Incharge SOs } among officers & staff
5. Dy.Chief (IA/PR/Hindi/Admn./Pay/LS) } under their control.
6. Secy.General, REC Officers' Association
7. General Secretary, REC Employees' Union
8. All Desks in Personnel Divn./Master file/Office Copy