

Circular No.27

Lr.No.Accts/F.Wing (Admn) 9(1) A/2009-Vol.III

Date:1.11.2011.

Sub: F&IA section-Attendance of staff – certain instructions / guide lines issued - Reg.

Ref: 1.VC & MD Proceeding No.P.Admn.A3/15902/2003,dt:18.09.2003.

2. Circular No.P.Admn.A7/30 (1)/07, dt: 31.01.2008.

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In the references cited, certain instructions / guidelines were issued to all the employees with regard to rule position on late attendance, submission of leave application etc. duly narrating the manual of office procedure on attendance. In spite of specific instructions it is observed that many of the employees in Finance & IA section are attending late to the office and submitting their leave application at their convenience which is a serious irregularity on their part. Hence the following instructions are reiterated once again for strict compliance.

1. All the staff members working F&IA section are directed to attend the office punctually as per prescribed timings. Any employee coming late should inform the concerned Officer and on the arrival sign in the late attendance register immediately.
2. A days CL will be forfeited incase of any employee attend office late twice in a month.
3. Prior sanction of leave should be obtained from the Officer concerned before availing CL.
4. Disciplinary action will be initiated against the employee staying away from duty without permission.
5. The class-IV employees working in F&IA section are also directed to attend office with uniforms without fail and any body found attending office without wearing uniform ,their washing allowance will be deducted proportionately.

All the employees working in F&IA section are hereby directed to adhere to the above instructions scrupulously.



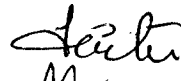




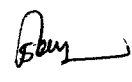
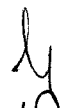

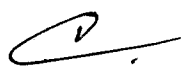



GENERAL MANAGER (FINANCE)

To

All the AMs & Staff of Finance & IA) section.

Copy to: Manager (Audit)/Manager (Fin)

Copy submitted to VC&MD's table.

Sl. No	Name	Designation	Signature
1.	M. Santha Vani	Acct Gr - I	
2.	M. Bhawana	Accl. Gr - I	
3.	S. Durga Sundari	Asst. Gr?	
4.	N. Gnaneshwari	Acct. Gr I	
5.	Ch. Kalyan	AM (A)	
6.	A.S.U	Am (A)	
7.	S. S. Reddy	Gr	
8.	S. Babu Rao	Acct. Gr	
9.	S. Srinivas Gandhi	Acct. Gr I	
10.	M. Jayaraman	Acct. Gr I	
11.	N. Prasad Rao	A.M. (A/c.)	
12.)	U. Rajeswari	Asst. Gr I	
13.	S. Neelaji	ASST. Gr I	
14.)	K. L. V. Kalyaneshwari	D. E. O. Gr I	
15.)	B. Balaji Ram	Asst Gr I	Belar

THE ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED,
REGD.OFFICE:6-3-655/1/A, C.S.BHAVAN, SOMAJIGUDA, HYDERABAD - 82

PROCEEDINGS OF THE VICE CHAIRMAN AND MANAGING DIRECTOR
PRESENT: Sri B. KRIPANANDAM, IAS

No.P.Admn.A3/15902/2003

Dated: 18.9.2003

Sub: APSCSCL – Establishment – Attendance of Staff – Certain
instructions/Guidelines – Issued – Reg.

Ref: VC & MD Circular No.P.Admn.30(88)/2001, dated 29.1.2001.

In the reference cited, circular instructions were issued to all the employees with regard to rule position on late attendance, submission of leave applications etc. The Manual of Office Procedure states as follows:

1.05 Late Attendance:

If any member of the staff does not attend office punctually, the word "LATE" will be marked in the Attendance Register against his name in the column for that date and if he comes late on, the hour at which he actually arrives should be entered by the Officer concerned. On the first of each month the attendance register will be submitted to the Head of the Office. For forfeiture of a day's casual leave will ordinarily be the penalty for every two days late attendance in a month without permission. Staff requiring permission to attend late must apply before-hand. Any day on which a member of the establishment attends office two hours after the office opens, whether with or without permission, should be treated as a day's casual leave.

1.08 Leave Applications:

- (i) Applications for leave other than casual leave should be submitted through the proper channel so as to reach the Managing Director or the competent authority to grant leave atleast 15 days before the date from which the leave is required.
- (ii) Leave will not be granted when applications are submitted contrary to the instructions referred to above except under special circumstances for e.g. sudden illness and they were directed to apply with the above instructions strictly.

However, on a review it is observed that many employees come late to the office without giving any information to the concerned officers under whom they are working. While they are supposed to apply 15 days in advance from the date of going on Earned leave/HPL or LTC, they are simply submitting their applications one or two days before from the date of going on leave and putting pressure on the section for sanction of leave. In case of Class IV employees it is observed that most of them stay away from duties and apply for leave after joining to duty. This is a serious irregularity on their part. It is also observed that despite providing uniforms to all the Class IV employees, some of them are not coming to the office in uniforms. This is a serious violation on their part.

Hence the following instructions are reiterated once again for strict compliance.

- All the staff members are directed to attend the office punctually as per the prescribed timings. Any employee coming late should inform the concerned officer and on arrival sign in the Late Attendance Register immediately.
- A day's casual leave will be forfeited in case of any employee attends office late twice in a month.
- Prior sanction of leave should be obtained from the competent authority before availing casual leave.
- Applications for sanction of EL/HPL/LTC should be submitted 15 days in advance. The leave application on medical grounds should be enclosed with a medical certificate without fail.
- The leave application other than casual leave should always contain the residential address of the employee without fail.
- Employees staying away from duty without prior sanction of leave will entail themselves disciplinary action without any notice.
- Applications for sanction of short spells of HPL/EL will not be entertained.
- Class IV employees are directed to wear their uniforms without fail. Anybody found attending office without wearing uniform will be marked absent for the day and washing allowance will be deducted proportionately.

All the employees are therefore requested to adhere to above instructions scrupulously.


for V.C. & MANAGING DIRECTOR

18/9/2005

To
All Staff Members in H.O.
Copy to: All Functional Managers, APSCSCL
Copy to: Dist. Manager, APSCSCL, Hyderabad
Copy to: PS to VC & MD's table
Copy to: Notice Board
Copy to: Stock file
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ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED
Regd. Office: G-3-655/1/A, C.S. Bhavan, Somajiguda, Hyderabad- 082

CIRCULAR NO. A&V-70

No.P.Admn.A7/30(1)/07.

Dated: 31.01.2008

Sub: APSCSCL – Admn. & Vig. – Availment of Leave – Certain instructions / Guidelines – Issued – Reg.

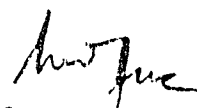
Ref: 1) VC & MD Porcedgs. No.P.Admn.A3/15902/2003, dt: 18.9.2003
2) Circular No. A&V-35/P.Admn.A2/1101/2006, dt: 25.05.2006.

In the references cited, certain instructions / Guidelines were issued to all the employees with regard to rule position on late attendance, submission of leave applications etc. In spite of specific instructions, it is observed that most of the employees are submitting their leave applications one or two days before the date of going on leave and putting pressure on the section for sanction of leave. In case of Class IV employees it is observed that most of them stay away from duties and apply for leave after joining to duty. This is a serious irregularity on their part.

Hence the following instructions are reiterated once again for strict compliance.

- 1) Applications for sanction of EL / HPL should be submitted 15 days in advance. The leave application on medical grounds should be enclosed with a medical certificate without fail.
- 2) The leave applications other than causal leave should always contain the residential address of the employee without fail and should be forwarded through concerned Functional Manager.
- 3) Applications for sanction of short spells of EL / HPL will not be entertained and they stand for consideration once in a quarter.
- 4) Employees staying away from duty without prior sanction of leave will entail themselves disciplinary action without any notice.

All the employees are therefore requested to adhere to above instructions scrupulously.


for V.C & MANAGING DIRECTOR

31/1/2008

To
All Staff Members in H.O.
Copy to All Functional Managers/ Zonal Managers/District Managers, APSCSCL
Copy to PS to VC & MD table
Copy to Stock File.

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