

Circular No.34

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

Date: 7.03.2012.

Sub: F&IA section-Head Office--Requirement of Information pertains to Finance & IA Section - certain instructions / guide lines issued - Reg.

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It is observed that Officers/Staff of Finance & IA Section are leaving the office frequently on the plea of office work not relating to the section causing inconvenience to the work allocated to them. Such instances construes disturbance and negligence attitude towards their legitimate duties and attracts C D & A regulations of the APSCSCL. Similarly any information sought by other sections will have to be supplied only after approval of the GM(Finance) and staff are restricted to attend such works directly. Therefore the following instructions are hereby issued for strict compliance.

1. Information required to other sections of Head Office relating to Finance & IA Section will be given only after intimation and due approval of GM (Finance).
2. If any of the officer/staff are asked by any other officer of H.O to do any work the same should be attended after intimation with due approval of GM (Finance) and should not attend at their own.

All the employees working in F&IA section are hereby directed to adhere to the above instructions scrupulously. Any lapse in the matter will be viewed seriously.


GENERAL MANAGER (FINANCE)

To
All the Officers/Staff of Finance & IA section.