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GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF ADMINISTRATIVE REFORMS
BLOCK NO. 4, 4TH FLOOR, CIVIL SECRETARIAT
ITANAGAR

OFFICE MEMORANDUM

The 17th May, 2018

Subject : Holding of Morning Attendance Meetings in the offices for punctuality in Government Offices and Schools to achieve the vision of 'Late/Absence Free State'.

No. AR-57/2018.—In order to ensure a user friendly way in various Offices of Government of Arunachal Pradesh, it has been decided to hold Morning Attendance Meeting on every Monday and Friday of the week for positive orientation and also to achieve the vision '**Late/Absence Free State**'.

This vision of 'Late/Absence Free State' shall therefore be accomplished by complying with the following directives without fail :

- (i) All Heads of Department, Heads of Office, Deputy Commissioners, Principals, Headmasters and Heads of Units/Branches shall hold Morning Attendance Meetings in the offices/Schools, on every Monday and Friday of the week.
- (ii) A Report in this regard shall be submitted by all concerned to the Chief Secretary with a copy to the Department of Administrative Reforms for evaluation.

Further, it has also been decided to constitute Squads to check the attendance regularly as per Annex Sheet. These squads will make surprise inspection of different offices on random basis and report cases of late comers and absentees to the concerned Heads of Department for necessary action, with a copy to the Department of Administrative Reforms for record. The cases of habitual late comers/absentees would be brought to the notice of the Chief Secretary by the concerned Head of Department for action as per existing guidelines on this subject.

For District level functionaries, similar Squads will be constituted under Deputy Commissioner for checking the attendance of officers/staff working in the District Headquarters.

It should be ensured by all Principal Secretaries/Commissioners/Secretaries/HoDs/HoOs/DCs/Head of Units/Branches etc. That punctuality is enforced by all means and absenteeism during the office hours is totally eliminated.

This issues with the approval of the Hon'ble Chief Minister, Arunachal Pradesh.

Satya Gopal, IAS
Chief Secretary to the
Government of Arunachal Pradesh,
Itanagar.

Sl. No.	LED BY	OTHER MEMBERS
1.	Chief Secretary	(a) 1 (one) Secretary to be nominated by the CS. (b) 1 (one) Section Officer for record keeping to be attached by the SA department.
2.	Dev. Commissioner (Finance)	(a) 1 (one) Secretary to be nominated by the DCF. (b) 1 (one) Section Officer for record keeping to be attached by the SA department.
3.	Commissioner (Law)	(a) 1 (one) Secretary to be nominated by the Commissioner (Law) (b) 1 (one) Section Officer for record keeping to be attached by the SA department.

B. Squads for checking attendance in the Directorates :-

Sl. No.	LED BY	OTHER MEMBERS
1.	Secretary (AR)	(a) 1 (one) DS/US to be nominated by the Secretary (AR). (b) 1 (one) Section Officer for record keeping to be attached by the SA department.
2.	Secretary (GA)	(a) 1 (one) DS/US to be nominated by the Secretary (GA). (b) 1 (one) Section Officer for record keeping to be attached by the SA department.
3.	Secretary (Education)	(a) 1 (one) DS/US to be nominated by the Secretary (Education). (b) 1 (one) Section Officer for record keeping to be attached by the SA department.
4.	Secretary	