

GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT
DISPUR, GUWAHATI-6.

No.S(E).97/2015/37



From : Dr. M. Angamuthu, IAS
Commissioner & Secretary to the Govt. of Assam,
Secretariat Administration (Estt.) Department.

To : The Addl. Chief Secretary/ Principal Secretary/ Commissioner & Secretary/ Secretary
Department

Sub : Regarding implementation of the Manual of Office Procedure Secretariat, 1981 and the role of the Office Superintendent in ensuring discipline and punctuality amongst Secretariat Staff

Sir,

As you are aware, the Assam Civil Secretariat plays a critical role in the administration of the State and hence for smooth functioning of the Secretariat and for the efficient and effective delivery of services to the public, discipline in functioning including maintenance of regularity and punctuality in attendance by the Secretariat staff is a pre-requisite. The Branch officers and the Superintendents of the Assam Secretariat have a crucial role to play in ensuring proper functioning of the Secretariat.

The Manual of Office Procedure clearly lays down the duties of Office Superintendents/ Branch Officers which includes inter alia ensuring that all staff working in their respective Departments/ Branch maintain punctuality in attendance, dispose of works timely and maintain decorum in office and in turn their behaviour and dealings to public should be sober and polite.

It is imperative that all Office Superintendents/ Branch Officers in the Assam Secretariat should perform their duties laid down in the Manual diligently and enforce similar discipline and punctuality amongst the staff.

In view of the above, I am directed to request you to instruct all concerned Branch Officers/ Superintendents under your control to attend office on time, maintain decorum of the office and dispose of works assigned to them expeditiously. In addition to it, you are requested to ensure that the Officers and Staff reach office before 10 AM positively thereafter the main gates would be closed. Entry shall be denied without proper Identity Cards. Identity cards should be displayed during the office hours. The concerned Branch Officers/ Superintendents should be intimated in case any employee leaves during office hours or arrives late. Only formal dress code shall be allowed in the office. The concerned Branch Officer/ Superintendent will monitor all these procedures and shall inform Secretariat Administration (Establishment) Department accordingly every 15 (fifteen) days.

Yours faithfully,

Sd/-Dr. M. Angamuthu, IAS
Commissioner & Secretary to the Govt. of Assam
Secretariat Administration (Estt.) Department.

Memo No.No.S(E).97/2015/37-A
Copy to :-

Dated Dispur, the 7th January, 2019

1. S.O. to the Chief Secretary, Assam for appraisal of the Chief Secretary.
2. The Branch Officer/ Superintendent of all Departments of the Assam Secretariat for necessary action.
3. All Concerned.

By order etc.,

Secretary to the Govt. of Assam
Secretariat Administration (Estt.) Department.

*Content
Manager, S.A.D
Kindly
4/1/2019
1/25/15*