

RURAL ELECTRIFICATION CORPORATION LIMITED
(A Government of India. Enterprise)

REGD. OFFICE

Core-4, 1
Scope Complex,
7, Lodi Road,
NEW DELHI-110003.
Dated: 28.02..2000.

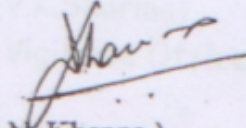
C I R C U L A R

Attention of all is invited to the instructions, issued from time to time to maintain punctuality and adhere to the office timings. The office timings is from 9.30 AM to 6.00 PM with a lunch break of half an hour from 1.30 PM to 2.00 PM. It has been observed that some of the employees are coming late in the morning and leaving the office early in the evening. This has been viewed very seriously. The administrative instructions issued in this regard provide for deducting one day CL for 3 days late attendance from Casual Leave account and also disciplinary action under (CDA) rules.

All Head of Divisions/CPM/Addl. Director, CIRE are requested to 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 in the morning latest by 10.00 AM every day. These registers may again be released by 5.30 PM for marking departure time attendance by the individual.

In order to keep strict watch and also monitoring the action taken in such cases, all the Heads of Divisions are once again requested to comply with the instructions as issued vide circular No.REC/Pers/Coord/12497 dated 14.7.1999 in this regard and Personnel Division may also be kept informed.

This issues with the approval of competent authority.


(D.N. Khanna)

General Manager (P&A)

No.REC/Pers/Coord/ 531

Copy to:

1. AD to CMD/Functional Directors/ CVO
2. AD to Executive Director/All General Managers
3. All Chiefs/Company Secretary/Jt.Chiefs } Pl. arrange to circulate
4. The Addl.Director, CIRE/All CPMs, POs/Incharge, SOs. } among officers & staff
5. Dy.Chief(Vig./IA/PR(Hindi)/Adm./Pay/LS) } under their control.
6. Secretary General, REC Officers' Association
7. General Secretary, REC Employees' Union
8. All Desks in Personnel Division
9. Master file/Office Copy.