

***CIRCULAR No. 211***

**SUBJECT-** Circular regarding late Muster or Attendance.

It is noticed that some of the staff members do not sign the muster roll at 9.30 a.m. i.e., the time prescribed by the Government. But they sign the same during 10 minutes grace period allowed. The margin of 10 minutes grace is allowed to cover the reasons where the late is due to dislocation of traffic or other unforeseen reasons. Similarly late attendance beyond 9.40 a.m. is allowed only twice in a month. On the third late a casual leave would be automatically deducted.. The reason such as 'bus late', train late' etc., cannot be allowed for more than two times in a month unless there is a general dislocation of traffic for which special concession would be considered on merit.

All the staff members should further note that for any delay beyond two times in a month they would stand to loss one casual leave. If no casual leave is at credit the third late attendance will be treated as Leave without pay. Also for frequent late attendance they would be liable for disciplinary action.

All the staff members should note.

V.G. NIRGUDE,  
Charity Commissioner,  
Maharashtra State,  
Bombay

Dated : 11th January 1977

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