

# TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Govt. of Tripura Enterprise)



No.F.MD/ 66.0/ TSECL/ 2022/ 25082-142

Dated, the 28 June' 2022

## MEMORANDUM

This is general information to all concern officials working under the Tripura State Electricity Corporation Ltd. (TSECL) to strictly maintain punctuality in attending the office duty as per following directives :-

2. (a). Every employee shall have to punch their attendance in the 'Bio-Metric' attendance system available in their respective offices and where the 'Bio-Metric' attendance system is not available, the employee should put signature in the Attendance Register noting the time of arrival and also the time of departure. In all categories of establishments the grace period for signing the Attendance shall be 15 minutes after the scheduled time and an employee coming after this grace period shall be marked "Late".
- (b). Staff may be allowed to sign Attendance System / Register and record attendance within 45 minutes of the scheduled time of attendance. Anybody coming thereafter will be marked "Absent" and will not be allowed to join duty on the day unless he / she has been granted "half day" Casual Leave for the 1<sup>st</sup> half of the day.
- (c). Attendance Register should be kept with a designated Officer from 15 minutes after the scheduled time of attendance to 15 minutes before the scheduled time of departure. The Attendance Register should be sent to the Office 15 minutes before the scheduled time of departure so that the employees can put their signature in the departure column. At the scheduled time of departure cross marks will be given against those who have not signed the departure column and the entire day treated as "Leave" and same will be followed in the 'Bio-Metric' attendance system.
- (d). No staff / officials shall leave Office before closing hours without permission of the controlling authority i.e. the Head of Office.
- (e). One day's casual leave shall be deducted from casual leave at the credit of the staff for every 3 days' late attendance. If a staff / officials has no casual leave to his credit, one day's "Earned Leave" shall be deducted from the accumulated earned leave at his credit for every 3(three) days' late attendance.
- (f). The concerned Head of Office / D.D.O. shall ensure that proper procedure / mechanism are devised to keep an account of deducted leave.

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- (g). The concerned Head of Office shall maintain the record of un-authorized absenteeism and report to the Higher Authority on a monthly basis.

(D. Sarkar)

Managing Director

Tripura State Electricity Corporation Ltd.

Copy to:-

1. The Director (Technical), TSECL Agartala for information.
2. The Director (Finance), TSECL Agartala for information.
- 3-5. The General Manager (Technical) / (Transmission) / (Finance), TSECL Agartala for information.
6. The General Manager (Generation), TPGL Agartala for information.
- 7-19. The Addl. General Manager, EC-I, Agartala / EC-II, Agartala / EC-Khowai / EC-Dharmanagar / EC-Dhalai / EC-Unakoti / EC-Belonia / EC-Gomati / EC-Sepahijala / Transmission / Generation/ D P & C / Civil Circle, 79 tilla, Agartala for information and needful action.
- 20-53. The Deputy General Manager, ED-I, Banamalipur / ED-II, Bardwali / ED - Capital Complex, Agartala/ ED-Sabroom/ ED-Belonia/ ED- Santirbazar/ ED-Amarpur / ED-Udaipur/ ED- Sonamura / ED-Bishalgarh/ ED- Jampuijala / ED-Jirania / ED- Mohanpur / ED- Khowai/ ED- Teliamura/ ED-Kamalpur/ ED- Ambassa/ ED- Manu/ ED- Kumarghat / ED- Kanchanpur / ED- Kailasahar/ ED-Dharmanagar / ED-Panisagar / GTED - Baramura / GTED - Rokhia / GED- Jatanbari/ Transmission Division, 79 tilla/ Transmission Division, Udaipur, Banduar / Transmission Division, Kumarghat, P.K. Bari / Material Management Division / Com. & Tariff / System Operation Division/ Testing & Communication Division / Central Division for information and needful action.
- 54-58. The Deputy General Manager (Corporate) / (HRD) / (Vigilance) / (Electrical Safety) / (Project) for information and needful action.
59. The Project Manager (IT), Corporate Office, TSECL, Agartala for information and needful action.
60. The Section Officer, Establishment Section, Corporate Office, TSECL, Agartala.
61. OFFICE ORDER BOOK.

Managing Director

Tripura State Electricity Corporation Ltd.