

GOVERNMENT OF TRIPURA  
GENERAL ADMINISTRATION(AR) DEPARTMENT  
SECRETARIAT, AGARTALA

No.F.5(10)-GA(AR)/2011(Part)/ 1075

Dated 24<sup>th</sup> October, 2025

MEMORANDUM

**Subject: Punctuality and Regular Attendance in Office - reg.**

In continuation of this Department's Memo No.F.5(10)-GA(AR)/2011 (Part)/616 dated 25th May, 2023 and Notification No.5(10)-GA(AR)/2011/1089 dated 23rd June, 2017, it is once again observed that despite repeated instructions, instances of late attendance and irregular presence in office continues to be reported.

2. Government servants are reminded that punctuality and regular attendance are **basic requirements of service discipline**. Any laxity in this regard adversely affects the functioning and efficiency of the office. All officers/officials are, therefore, directed to strictly adhere to the prescribed office hours and ensure regular attendance.
3. Controlling Officers/Head of Departments (HoDs), Head of Offices (HoOs) shall monitor the attendance of their subordinates closely and take necessary action against habitual late-comers and absentees in accordance with the provisions of the **Tripura Civil Services (Conduct) Rules, 1988** and other relevant instructions issued from time to time.
4. It is reiterated that non-compliance with these instructions will be viewed seriously and may attract disciplinary action.

NB  
24/10/2025  
(N.R.Debbarmā)  
Under Secretary to the  
Government of Tripura

**To:**

1. Secretary to the Governor of Tripura, Raj Bhavan, Agartala.
2. PA/PS to all Ministers, Govt. of Tripura, Agartala.
3. All-Principal Secretaries/Secretaries/Special Secretaries, Govt. of Tripura,
4. Director General of Police, Govt. of Tripura, Agartala.
5. PCCE, Govt. of Tripura, Agartala.
6. All Head of Departments (HoDs), Govt. of Tripura.
7. All District Magistrate & Collectors/ Sub-Divisional Magistrates/ Block Development Officers, Govt. of Tripura.
8. All Chief Executive Officers, State PSUs, Boards etc.
9. All Head of Offices (HoOs)

**Copy to:**

1. Chief Secretary, Govt. of Tripura
2. Secretary to the Hon'ble CM, Govt. of Tripura.

Depn (Cc)  
OS pl. circulate  
24/10/25

**TRIPURA STATE ELECTRICITY CORPORATION LIMITED**

(A Govt. of Tripura Enterprise)

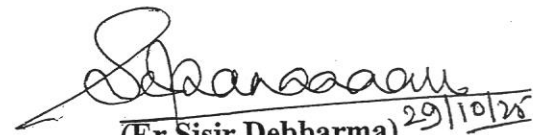


**No.F.9(9)-TSECL/Estt-I/24/44,982-45,031**

**Dated, 29-10-2025**

**Copy to:-**

1. P.S. to the MD, TSECL / TPGL, Tripura, Agartala.
2. The Director Technical, Corporate Office, TSECL, Agartala, Tripura.
3. The Director (Finance), in-charge Corporate Office, TSECL, Agartala.
- 4-6. The General Manager (Technical), TSECL / GM(Generation) / GM(TPTL), TSECL, Agartala.
7. The Company Secretary & Nodal Officer(Legal), Corporate Office, TSECL, Agartala.
- 8-22. The Addl. General Manager, Electrical Circle No. I, Agartala / EC-II, Agartala / Revenue, Corporate Office/ DP & C, Corporate Office / HRD, Corporate Office / EC-Gomati, Udaipur, / EC-Unokuti, Kumarghat, / EC-Dhalai, Ambassa / EC-Sepahijala, Bishramganj / EC-Belonia, South Tripura / EC-Khowai / Generation Circle, Agartala / Transmission Circle, Agartala / EC-Dharmanagar/ Central Civil Circle, Agartala for information.
- 23-47. The Dy. General Manager, Electrical Division No.I, Agartala / ED-II, Bardowali, Agartala / Capital Complex, 79 Tilla, Agartala / Testing & Communication / ED-Mohanpur/ ED-Jirania/ ED-Ranirbazar / ED-Udaipur, Gomati Tripura / ED-Amarpur, Gomati Tripura / ED-Kumarghat / ED-Kailashahar, Unakoti Tripura / ED-Ambassa/ ED-Manu, Dhalai Tripura / ED-Kamalpur/ ED-Bishalgarh / ED-Sonamura, Sepahijala Tripura / ED-Jampuijala, Sepahijala Tripura / ED-Belonia, South Tripura / ED-Sabroom, South Tripura / ED-Santirbazar, South Tripura / ED-Khowai/ ED-Teliamura, Khowai Tripura/ Commercial & Tariff / Commercial & System Operation Division, Agartala / Central Civil Division, 79 Tilla, Agartala / MM, Electrical Store Division, Bidyut Bhavan, Agartala / GTED, Baramura / GTED, Rokhia, Sepahijala Tripura / GED, Jatanbari, Gomati Tripura / Transmission Division, 79 Tilla, Agartala / Transmission Division, Udaipur / Transmission Division, Kumarghat / ED-Dharmanagar / ED-Panisagar / ED-Kanchanpur/ DGM SCADA, Agartala for information & necessary action.
48. The DGM, Safety / Revenue / Planning / Vigilance, Corporate Office.
49. The Sr. Manager (HRM), Corporate Office, TSECL, Agartala.
50. The Project Manager, Idea Infinity (ERP), Corporate Office, Agartala for information.
51. The Manager (IT), Corporate Office, TSECL, Agartala is directed to upload the Notification in TSECL Website.
52. The Office Superintendent, Corporate Office, TSECL, Agartala.
53. **OFFICE ORDER BOOK.**

  
(Er.Sisir Debbarma) 29/10/25  
Dy. General Manager (Corporate)  
**TSECL, Agartala**