

To

The Additional Registrar,
Cooperative Societies Dharamshala.

The Deputy Registrar,
Cooperative Societies Mandi & Shimla.

All the Assistant Registrar
Cooperative Societies in Himachal Pradesh.

Dated: Shimla-9, the

26th February, 2018

Subject:- Ensuring presence of government servants especially the field/village Government servants posted in the far-flung and backward areas.

Memo,

The Department of Personnel Government of Himachal Pradesh vide its letter No. Per (AP.B)A(3)-10/75-III dated 12/12/2017 has conveyed the directions of the Hon'ble High Court of Himachal Pradesh given on 18.09.2017 in RSA No.32 of 2017, regarding ensuring punctuality and regular attendance of Government Servant and to develop a mechanism for monitoring and ensuring the presence of field staff taking advantage of technology and through online bio-metric system etc. In sequel to the observations of the Hon'ble High Court referred supra, the State Government has impressed upon all the Departments to issue necessary guidelines/ directions to all filed functionaries working under their control regarding ensuring punctuality, regular attendance of all the Government employees including the field functionaries enabling the State Government to file compliance report before the Hon'ble High Court in this regard.

Keeping in view directions of the State Government and spirit of the observations made by the Hon'ble High Court it is felt necessary to frame guidelines for ensuring punctuality and regular attendance of all Government servants including field level employees working in this Department, accordingly, following guidelines are framed:-

- i. All the officers/officials posted in the Directorate as well as in the field level offices of the Department, where the bio metric machines have been installed, shall mark their attendance in Bio metric machines without fail. The officer/official holding additional charge of any other post/Institution/Department shall also mark his attendance in the bio metric machine at the place where he is holding the substantive charge. The detailed guidelines for operation of the biometric machines circulated vide this office order No.4-276/76-Coop(Estt.) dated 30/11/2017 be adhered to in letter and spirit.
- ii. All the officers/ officials including the officers/officials holding additional charge of any other post/Institution/Department whether posted in Directorate or field shall invariably mark their movement in the movement register before leaving the office for any official purpose of short duration.
- iii. The Controlling officers of all the field offices shall submit the complete printout of bio metric machine to this directorate on monthly basis before 5th of every month so that the attendance of all Government Servants could be monitored at the Directorate level.
- iv. No officer/official will proceed on tour without prior approval or in anticipation of approval of tour programme from the competent authority.

- v. As the head quarter of the senior most Inspector among the Inspectors post in a particular Block has been fixed in the office of the BDO concerned, therefore, the Block Inspectors will invariably mark their attendance in BDO office and shall proceed on tour only after getting tentative tour programme approved from the BDO and duly marking their movement in the movement register. The Block Inspector shall also submit a copy of the approved tentative tour programme to the Assistant Registrar concerned. In case the senior most Inspector is posted/stationed at sub-circle of the Block, the ARCS concerned shall make necessary internal adjustments of posting the senior most Inspector at Block head quarter and shall issue the orders accordingly. For this, he shall strictly adhere to the norms/ terms and conditions issued vide this office order No. 4-109/92-Coop.(Estt.) dated 4th January, 2001.
- vi. The Inspector posted at sub-circle of the Development Block shall submit their working diaries and tentative tour programmes to the Block Inspectors. The Block Inspector will approve the tentative tour programmes of the Inspectors posted in the sub-circle of Development Block and will scrutinize the working diaries and Tentative Tour Programme and then forward the same to the Assistant Registrar concerned with comments.
- vii. The mobile numbers of all the field staff shall be displayed on the notice board of their offices and they shall remain readily available on Mobile phones. Besides, the respective field official shall place information regarding filed movement and availability in office on the Notice Board and at a conspicuous place in his office.
- viii. The matter regarding development of software application for maintaining and monitoring the attendance of field staff electronically is being taken up with the Government/NIC. Meanwhile, all the controlling officers of the field staff are directed to ensure punctuality and regularity in attendance of field staff and monitor their progress daily by using technology advancement such as whats app group, mails etc. Besides, for ensuring regular attendance of Inspectorate Staff, the ARCS concerned shall create a whats- app group of all Inspectors working under his control and the Inspectors shall upload their daily movement on the group and the ARCS shall monitor the same daily.

Any deviation from these instructions shall be viewed seriously and the defaulter will render himself/herself liable for strict disciplinary action.

These instructions be brought to the notice of all the concerned.


Registrar Cooperative Societies
Himachal Pradesh

Dated Shimla-9 the 26th February, 2018.

Endst. No. as above

Copy to:-

1. All the Branch officers of this Directorate for information.
2. All the officers/officials posted in this Directorate for strict compliance.
3. The Superintendent Grade-II (Establishment) for uploading the same of Departmental website.
4. Notice Board.


Registrar Cooperative Societies
Himachal Pradesh

M. Motan Singh