

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 151, dated 12.01.2021**

*(Amended vide Commission's orders dated 17.10.2022)*

Sub.: Personnel Department - Staff of the  
Commission's Office - Punctuality in  
Attending Office - Regarding.

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The following orders are issued with regard to punctuality in attending office by the staff of the Commission's office.

- (1) All staff of the Commission's office shall attend office at 10.00 am and commence the work allotted to them at once. A grace time of 10 minutes shall be allowed, which may be availed of by them on very rare occasions. Such grace time shall not be availed of as a matter of right frequently.
- (2) The Under Secretary (Personnel Department - PD), shall close the Attendance Register at 10.10 am sharp. In respect of the staff who have not attended the office before 10.10 am, the officer shall mark 'X' against their names in the Attendance Register to indicate their absence and send the Register to the Joint Secretary (JS) / Deputy Secretary (DS) in charge of PD for perusal.
- (3) In the case of Biometric Attendance, the daily attendance report shall be generated using the Visitor Pass Management Software.
- (4) The Office Assistants attached to the officers' room and sections shall attend office at 9.30 am. They shall also be allowed a grace time of 10 minutes, but such grace time shall not be misused and shall not be availed of frequently. The Office Assistants shall ensure that the rooms of the officers are kept neat and tidy before the officers attend office.
- (5) As per the Government Office Manual, attending office late without prior permission on more than two days in a month, shall make the staff liable to suffer loss of a day's Casual Leave from his leave account.

- (6) Staff shall obtain prior sanction from the Under Secretary concerned, in order to avail late permission of one hour (allowed for two days in a month).
  
- (7) In the case of Record Clerks and Office Assistants, the Section Officer of the PD section concerned and in the case of Drivers, the Section Officer (VMD) shall maintain separate registers. Details of staff in the respective cadres attending office late shall be noted. The register shall be submitted daily at 2.30 pm to the Under Secretary (PD / VMD, as the case may be). Disciplinary action shall be initiated against those staff frequently attend office late, in a month.

**K. NANTHAKUMAR, I.A.S.**  
**Secretary**