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No. 29834/3/B2-Ests(A)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
Department of Personnel & Adm. Reforms  
(Karmik Aur Prashasnik Sudhar Vibhag)

New Delhi, the 5 March, 1982

OFFICE MEMORANDUM

Subject:- Punctuality in attendance- Action to be taken for late-coming.

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The undersigned is directed to say that the existing instructions provide for deducting half-a-day's Casual Leave when a Government servant comes late without sufficient justification and the competent authority, while not considering it as a fit case for initiating disciplinary action, is also not prepared to condone the late-coming. Sometimes, it so happens that a Government servant who comes late without sufficient justification has no Casual Leave to his credit and it is not, therefore, possible to debit half-a-day's Casual Leave to his Casual Leave Account. The question has, therefore, been raised by many Ministries and Departments as to how such a situation is to be met.

2. The matter has been examined in consultation with the Ministry of Law, and it has been decided that if an official who has no Casual Leave to his credit, comes late without sufficient justification and the administrative authority concerned is not prepared to condone the late coming but does not, at the same time, propose to take disciplinary action, it may inform the official concerned that he will be treated as an unauthorised absence for the day on which he has come late, and leave it to the official himself either to face the consequences of such unauthorised absence or to apply for earned leave or any other kind of leave due & admissible for that day, as he may choose. If he applies for earned leave or any other kind of leave due & admissible for the entire day, the same may be sanctioned by the competent authority.

3. The Contents of this Office Memorandum may be brought to the notice of all administrative authorities for their information and guidance.

*S. Tripathi*  
(Kam. S. Tripathi)

Deputy Secretary to the Govt. of India.

To

All Ministries & Departments of the Government of India with usual number of spare copies.

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