

MOST IMPORTANT

**GOVERNMENT OF TRIPURA
PUBLIC WORKS DEPARTMENT**

No.F.6(10)-PWD(GE)/2023 / 1262-1412

Dated, Agartala, the 24th April, 2023.


M E M O R A N D U M

Hon'ble Minister, Department for Welfare of Scheduled Castes, Animal Resource Development & Fisheries, Tripura had paid a surprise visit to the office complex of PWD in Kumarghat at around 3 PM on 03.04.2023 and about 70% officials/employees found absent in the office premises & the matter was viewed very seriously by the competent authority in the Department.

In order to bring about an effective and efficient human resource management system and to discontinue the existing practices in attending offices, irregularities, etc., the following consolidated instructions are now being issued for strict compliance by all concerned:

- Office timings from 10:00 AM to 5:30 PM with an interval of 30 minutes for lunch break from 1:30 PM to 2:00 PM shall be strictly followed.
- Punctuality in attendance shall be maintained as well as adhere to the lunch timings.
- All leaves should be applied in advance.
- Before availing any leave, employees shall ensure prior approval of the concerned authority. No post approval of the leave shall be allowed without any special circumstances.
- Officials/staffs shall not leave the station without prior permission / intimation to the controlling officer.
- Movement Register should be maintained.
- Works/assignments entrusted to officers & staffs should be reviewed periodically by their immediate controlling officers to ensure speedy disposal of pending issues.

All concerned are directed to adhere to the above mentioned norms & guidelines for attendance, punctuality and leave etc. on a strict basis.


24/04/2023
(Rajib Paul)
Deputy Secretary, PWD

To

The Concerned officials/employees _____

Copy to

1. The Chief Engineer, PWD (Buildings)/DWS/WR/PMGSY/NH.
2. The Chief Executive Officer, Tripura Housing & Construction Board.
3. The Additional Chief Engineer, PWD (R&B)/ Buildings/DWS/WR.
4. All Superintending Engineers, PWD (R&B)/ Buildings/DWS/WR/PMGSY/NH.
5. All Engineering Officer & Deputy Secretary, PWD (R&B)/Buildings/DWS/WR/PMGSY/NH.
6. All Executive Engineers, PWD (R&B)/Buildings/DWS/WR/PMGSY/NH.
7. ITCC, Netaji Chowmuhani, Agartala.
8. All HO & DDOs. It is requested for wide circulation of this Memorandum amongst all officials/employees under his control.

Copy also to:

The Secretary, Public Works Department, Government of Tripura


24/04/2023
Deputy Secretary, PWD