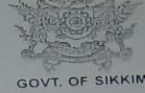




RIGHT TO
INFORMATION

SIKKIM INFORMATION COMMISSION

LOWER SECRETARIAT
OPP. SUPER MARKET, GANGTOK-737101



GOVT. OF SIKKIM

PHONE NO: 03592-205710, 203677
FAX NO: 03592-208526

No.: 196/SIC/2019

Dated: 03.10.2019

CIRCULAR

In pursuance to Circular No. Home/P/2019 dated 19/06/2019, declaring all Saturdays as Government holidays, the State has a five days working week (from Monday to Friday). The working hours for all Government Offices are from 10 AM to 4.30 PM. With half an hour lunch break from 1 PM to 1.30 PM. The late attendance of the Govt. Servants in the Office and early leaving from office, and their absence from seat during Public Visits, shall be noted and viewed seriously and liable for Disciplinary action.

The Under Secretary shall be the authorized Officer for the Control of the Attendance register and countersign. He shall submit a report on the Attendance and the leave availed on a monthly or weekly basis.

In view of above, It is hereby instructed that all the Officials and staff of Sikkim Information Commission should observe punctuality and should be present in the Office by 10 AM, morning and leave the office at 4.30 P.M Positively. No one should leave during office hour without prior permission.

All Drivers attached to the respective Officials are to ensure that his leave application be routed through the respective Officer to which their vehicle is attached, for recommendation before obtaining formal approval. Further they shall report to the Admin. Section of Sikkim Information Commission (SIC) during the period of Leave availed by their respective Official.

Causal leave to be applied by the concerned staff and telephonic application through third Party is not to be entertained by the Admn. Section, and shall be treated as unauthorized leave

The Officials and staff of SIC are to ensure proper inter sectoral Coordination and a sound appreciation of their roles and responsibilities, to improve efficiencies and speed of work disposal, in the Sikkim Information Commission.

Time available to the officials and staff of Sikkim Information Commission, during office hours is to be utilized in works efficiently and for updating their knowledge and skills, in the task's assigned.

Sd
Secretary
Sikkim Information Commission

Copy to:-

- 1 All Officers and staff/SIC
2. P.A. to HCIC, SIC
3. I.C/SIC
4. Office Copy
5. Guard file.

Secretary
Sikkim Information Commission
Secretary
Sikkim Information Commission,
Gangtok, Sikkim