

VOC PORT TRUST
FINANCE DEPARTMENT
ESTABLISHMENT SECTION

No: FIN-OFFAO-EST-CIRCU-V1-20/26610

Date: 17.09.2020

CIRCULAR NO. 02 /2020-21

It is noticed by the undersigned that the Officers and employees working in all the Departments of VOCPT are not adhering to the instructions stipulated vide 12 to 16 of Chapter-III of Attendance of Office Procedure Manual.

2. Hence, the following directions are to be followed with immediate effect without any violation.

a. **Leave**

In general, applications for all types of leave from the employees should be submitted through Section Officer concerned, who will record his/her remarks thereon. The section concerned will verify the admissible leave and submit the said leave application to the Officer/HOD concerned for sanction. On return from leave, the employees should report for duty to the officer concerned, who had sanctioned the leave and wherever required he/she should submit the joining report and enclose certificate of fitness in case of applying for Medical leave.

b. **Casual Leave :**

Casual Leave will be granted under such Port regulations and conditions as are laid down by the Port Trust from time to time. The purpose for which casual leave is required must be stated clearly. Applications for leave (including extensions of leave) must be made, and orders on them obtained, before the leave is availed or the applicant rejoins duty (i.e within 24 hrs of availing the leave). Absence in anticipation of sanction will be condoned only if the necessity for the leave or extension could not have been foreseen. In such cases the nature of sudden emergency must be clearly explained by the employee concerned. Employees disregarding this rule, will do so at their peril.

Personal Assistants or Stenographers and Peons attached to Sr.Officers/HOD will obtain the prior permission of the Officer concerned for casual leave, provided the leave is admissible.

c. **Late Attendance**

Half-a-day's Casual Leave shall be debited to the Casual Leave Account of the members of staff for each late attendance but late attendance **upto one hour and not more than two occasions in a month may be**

condoned by the Competent Authority if he/she is satisfied that this is due to unavoidable reasons.

3.1. Consequent on dispensing of Bio-metric system for recording presence of employees & officers for the time being, due to COVID-19, it is proposed to issue RFID cards to all the employees and officers working in Administrative office, initially to record their presence to office.


3.2. In case of failure of recording their presence through RFID card, the same will be treated as absence and salary & allowances will be regulated accordingly.

3.3. Further, in case of loss of ID/RFID card, the replacement of card will be issued on payment of 3 times the cost of card.

3.4. Loss of ID/RFID card on more than two occasions, will be viewed seriously, and as per the recommendations of the concerned HOD, action will be taken as per Trust Leave Regulations.

4. The above instructions have to be invariably adhered by the Officers/Employees working in all the Departments of VOCPT without any lapses.

This issues with the approval of the Competent Authority, VOCPT.



17/09/2020

FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER (ST)

To

1. All Heads of Department, VOCPT – Through mail
 2. PA to CPT
 3. PA to Dy.CPT
- } for information please.

Copy to

All the Section Officers & Employees of Finance Dept including EDP Centre – for wide circulation.