



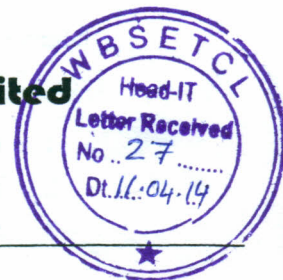
**WBSETCL**

# **West Bengal State Electricity Transmission Company Limited**

(A Government of West Bengal Enterprise)

CORPORATE: 8<sup>TH</sup> FLOOR: D-BLOCK: VIDYUT BHABAN

BIDHANNAGAR: KOLKATA-700 091.



**CIRCULAR-8/2014**

Date: 09/04/14

It is come to the notice that some employees of the Company are not attending the office in time and therefore to ensure punctuality in attendance, it is enjoined upon all concerned to follow the guideline as appended below in reiteration of the earlier instructions issued vide Circular, dated 30.01.2009 of the Director (HR), WBSETCL:-

- Every employee shall sign the relevant Attendance Register noting both the time of arrival and the time of departure. The grace period for signing the Attendance Register in the morning shall be 15 minutes after the schedules time and employees reporting for duty after this grace period shall be marked "late". Employees may be allowed to sign the Attendance Register and Record attendance up to and within 45 minutes of the schedules time of attendance. Anybody coming thereafter will be marked "absent" and will not be allowed to join duty on that day.
- Attendance Registers should be kept with a designated Officer from 15 minutes after the scheduled time of attendance to 15 minutes before the scheduled time of departure. No employee shall leave office before closing hours without permission of the Controlling Authority i.e. the Head of Office.
- One day's casual leave or Compensatory Casual Leave shall be deducted from Casual Leave / Compensatory Casual Leave at the credit of an employee for every three days late attendance in a calendar month. If an employee has no Casual Leave or Compensatory Casual Leave to his credit, one day's 'Earned Leave' shall be deducted from the accumulated earned leave at his credit for every 5 (five) days' late attendance. All Controlling Officers / Head of the offices shall ensure that proper procedures / mechanisms are devised to keep an account of deducted leave. All Controlling Officer / Head of the Office shall maintain up to date Leave Register.
- In general, condonation of late attendance will not be allowed. In only extreme cases, if the Controlling Authority is satisfied about the reason of delayed arrival, as submitted by the employee concerned, such delay may be condoned by the Controlling Officers / Head of the offices.

All concerned are, therefore, advised to ensure that punctuality in attendance, deduction of leave and other instructions as mentioned in the Circular for strict compliance without any relaxation or deviation.

(S. K. Das)

**Managing Director**