



**GOVERNMENT OF SIKKIM  
FINANCE DEPARTMENT  
GANGTOK**

**No. GOS/FIN/ADM/01**

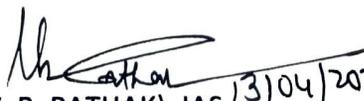
**Dated: 13.04.2021**

**CIRCULAR**

Punctuality and discipline are the core element for smooth functioning of any office. Every member of the Staff/ Officers is expected to be in his or her office and to start work by 10 a.m. Grace time to the extent of 15 minutes can be allowed to cover the unforeseen contingencies unless there are habitual occurrences.

However, despite of issuance of instructions from time to time on this issue, it is learnt that the Staff and Officers of the Sikkim Subordinate Accounts Service and Sikkim Finance & Accounts Service respectively posted in various departments have not observed punctuality. This unpleasant situation has been taken note of and viewed very seriously by the authority as reported by the various departments. It may be noted that punctuality in attendance is to be observed by Government Servant at all levels and such habitual late attendance is considered conduct unbecoming of a Government Servant and liable for disciplinary action.

In view of this and to ensure punctuality by all, it is directed that report of late arrival of the Staff and Officers of SSAS and SF&AS may be reported along with recommendation of concerned head of department to the Finance Department for taking appropriate action.

  
(V. B. PATHAK), IAS 13/04/2021

Additional Chief Secretary  
Finance Department  
Government of Sikkim

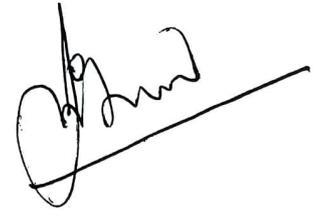
File No 177/Fin/Adm/10-11 Part II

**MEMO NO /Gos/Fin/Adm/01-09**

**DATED 13.04.2021**

Copy to:

1. Secretary to Hon'ble Governor
2. Secretary to Hon'ble Chief Minister
3. Private Secretary to all Hon'ble Minister
4. Staff officer to the office of the Chief Secretary
5. All Heads of Departments
6. All District Collectors
7. All Officers of Finance Department
- ✓ 8. Deputy Director (IT) for hosting in website
9. Office copy/ Guard file



Secretary  
cum  
Controller of Accounts  
Finance Department  
Govt. of Sikkim, Gangtok