

त्रिपुरा विश्वविद्यालय

TRIPURA UNIVERSITY

(केन्द्रीय विश्वविद्यालय / A Central University)

सूर्यमणिनगर, अगरतला / Suryamaninagar, Agartala

त्रिपुरा(प.)/Tripura(W.), पिन/PIN – 799022, भारत/INDIA



दूरभाष / Phone : (0381) 237 9003
9436122176

ई-मेल / E-Mail: registrar@tripurauniv.ac.in

वेबसाइट / Website : www.tripurauniv.ac.in

No.F.TU/REG/G-Admin/05/2015 (Vol.-VIII)

Date: 30.05.2023

NOTIFICATION

In the spirit of Memorandum No.F.5 (10) GA (AR)/2011(Part)/616 of Govt. of Tripura dt. 25th May, 2023, employees working under various departments/Branches/Centres of the Tripura University are hereby directed to observe punctuality and regular attendance. Office working hours are as follows:

9:30 AM to 5:30 PM

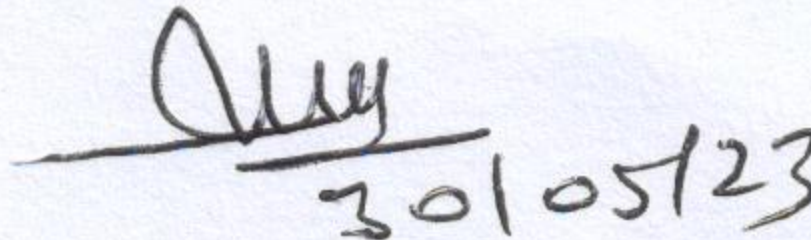
1:30 PM to 2:00 PM (Lunch Break)

Employees are directed not to leave their respective seats during office hours without written intimation to the controlling authority under any circumstances.

This is for strict compliance failing which action shall be taken against the defaulters.

This is issued with the approval of the Competent Authority.

Encl: As stated.


30/05/23
(Dr. Deepak Sharma)
Registrar

Copy to:

1. The Dean, Faculty of Arts & Commerce, Tripura University.
2. The Dean, Faculty of Science, Tripura University.
3. The Head/ Head (i/c), Department of _____, T.U. with a request to bring the notice to the faculty members and non-teaching staff of the department.
4. All Officers of the University.
5. All Section/Branch/Centre, T. U.
6. P. S to the Vice-Chancellor, Tripura University for kind information of Hon'ble Vice-Chancellor.
7. University website

No.F.5(10)GA(AR)/2011(Part) / 616
GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (AR) DEPARTMENT

Dated, Agartala, the 25th May, 2023.

MEMORANDUM

It has been observed that the employees working under the various Departments/Offices/PSUs etc are not observing utmost sincerity in observing punctuality and maintaining regular attendance as expected by the Government.

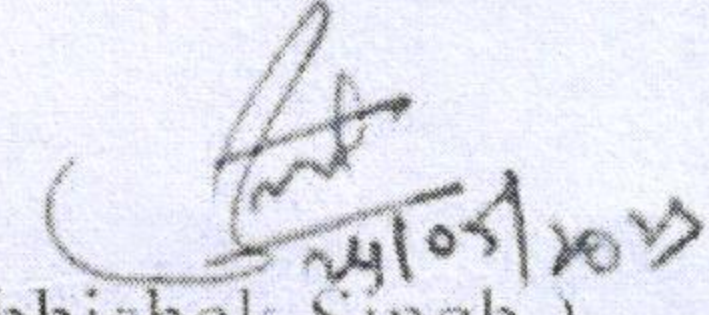
2. In view of the above, all the concerned employees working under various Departments/Offices/PSUs etc are directed to ensure observing punctuality and maintaining regular attendance henceforth. In this regard G.O. No.18 (File No.5(4)-GA(AR)/99) dated 20th December, 1999 is enclosed herewith for strict compliances.

3. The employees should reach the office in time, so that public could get their service from 10:00 AM sharp on all the working days. Similarly no one should leave the office during working hours i.e. till 5-30 PM during the working days without sufficient and unavoidable reasons and without intimation to the controlling authority under any circumstance.

4. In case of any failure in abiding by these instructions by any of the employees the Department shall take necessary action against the defaulting employee.

5. The above instructions should strictly be complied with.

Encl :- As stated above.

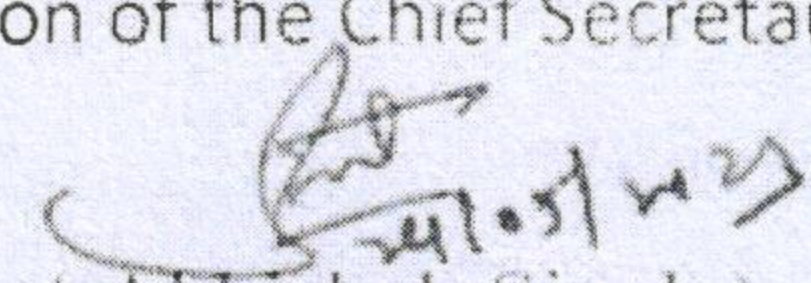

(Abhishek Singh)
Secretary to the
Government of Tripura

To

1. The all Principal Secretaries/Secretaries/Special Secretaries, Govt. of Tripura , Agartala.
2. The PCCF, Govt. of Tripura, Agartala.
3. The Director General of Police, Govt. of Tripura, Agartala
4. The Secretary to the Governor of Tripura, Raj Bhavan, Agartala.
5. All Heads of Department, Govt. of Tripura.
6. All DM & Collectors/BDOs
7. OSD to all Ministers, Govt. of Tripura, Agartala.
8. All Chief Executive Officer, State PSUS, Boards etc.
9. All Departments

Copy also to :

1. PS to the Chief Secretary, Govt. of Tripura for kind information of the Chief Secretary


(Abhishek Singh)
Secretary to the
Government of Tripura