
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(AUDIT-I)
MADHYA PRADESH, GWALIOR**

**MANUAL OF
OFFICE PROCEDURE**

**SECOND EDITION
2013**

CHAPTER 2
ATTENDANCE, DISCIPLINE AND GENERAL CONDUCT

2.01 Office Working Hours

Normal working hours for the office are from 9.30 A.M. to 6.00 P.M. with half an hour launch break from 1.30 P.M. to 2.00 P.M. on all weekdays except Saturday, Sunday and other gazetted holidays when the office remains closed.

However, the Assistant Audit officer/Sectional in-charges are empowered to require early or/and late attendance of staff, when the work is in arrears or the exigencies of public service so require. In cases of compulsory attendance of staff on Saturdays, Sundays and/or holidays prior approval of the Branch Officer should be obtained by the Assistant Audit Officer/Sectional in-charge.

(Authority: - O.O. Admin .XI / Misc / 214 dated 14 Novembe.1986 read with O.O. No. Admin. I/555 d t. 14-04-1972)

2.02 Attendance before and beyond normal hours

(a) Any member of the staff who intends/is required to attend prior to 9.00 A.M. or work beyond 7.00 P.M. must obtain a written permission from his/her Branch Officer to do so. Branch Officers are expected to ensure that such permission is granted only in exigencies of public service.

(b) While entering the office before 9.00 A.M. or leaving the office after 7.00 P.M. permission slips should be handed over to the chowkidar (now MTS) on duty at the main gate of office building. Government servant will also record his/her name, actual time of arrival/departure, as the case may be, in the register kept with the chowkidar, and sign against the entries as made in the register.

These provisions are applicable also in cases of attendance in office on Saturdays, Sundays and Holidays.

(c) Main gate of the office building will be closed and locked at 7.00 P.M. sharp. All members of the staff working late hours with due permission must leave their sections/blocks after informing the chowkidar (now MTS) well before closing hours.

(Authority: - O. O. GS/Security / 3, dated 24-05-1973)