



GOVERNMENT OF SIKKIM  
DEPARTMENT OF PERSONNEL  
GANGTOK

No. M(3)5922/GEN/DOP/Part

Dated: 11.07.2024

CIRCULAR

The State Government has fixed the normal working hours in the Government offices from 10.00 am to 04.30 PM. The 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of every month have been declared as Government holiday.

Lately, it is seen that many Government employees are reporting for duty very late in the morning and leaving office much before the scheduled time in the evening. This hampers in the implementation of development-oriented policies and programmes of the Government. Additionally, reporting late in the morning also causes undue harassment to the public who visit offices regularly for official works.

Considering this, it is hereby ordered that all government employees should report for duty latest by 10.00 AM and should remain in their respective offices till 4.30 PM. Heads of Departments should undertake surprise checking of attendance of their employees followed by periodic inspection of the offices. Half day casual leave shall be debited from the employee's casual leave account in case any employee is found to have reported after 10.30 am or left the place of duty before 4.30 PM without valid official reasons.

In case on surprise checking if any employee is found absent from duty during office hours without his leave being recorded in the leave register, a day's casual leave shall be deducted from the casual leave account of concerned Head of Office/Head of Department.

The practice of sending casual leave application through SMSs, WhatsApp etc should be avoided as far as possible and in any case proper leave application on paper should be submitted within reasonable time.

  
Secretary to the Government of Sikkim  
Department of Personnel