

GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION(AR) DEPARTMENT
SECRETARIAT: AGARTALA

No.F.5(10)-GA(AR)/2011(Part)/ 1075

Dated 24th October, 2025

MEMORANDUM

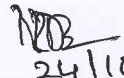
Subject: Punctuality and Regular Attendance in Office - reg.

In continuation of this Department's Memo No.F.5(10)-GA(AR)/2011 (Part)/616 dated 25th May, 2023 and Notification No.5(10)-GA(AR)/2011/1089 dated 23rd June, 2017, it is once again observed that despite repeated instructions, instances of late attendance and irregular presence in office continues to be reported.

2. Government servants are reminded that punctuality and regular attendance are **basic requirements of service discipline**. Any laxity in this regard adversely affects the functioning and efficiency of the office. All officers/officials are, therefore, directed to strictly adhere to the prescribed office hours and ensure regular attendance.

3. Controlling Officers/Head of Departments (HoDs), Head of Offices (HoOs) shall monitor the attendance of their subordinates closely and take necessary action against habitual late-comers and absentees in accordance with the provisions of the **Tripura Civil Services (Conduct) Rules, 1988** and other relevant instructions issued from time to time.

4. It is reiterated that non-compliance with these instructions will be viewed seriously and may attract disciplinary action.


24/10/2025
(N.R. Debbarma)
Under Secretary to the
Government of Tripura

To:

1. Secretary to the Governor of Tripura, Raj Bhavan, Agartala.
2. PA/PS to all Ministers, Govt. of Tripura, Agartala.
3. All-Principal Secretaries/Secretaries/Special Secretaries, Govt. of Tripura,
4. Director General of Police, Govt. of Tripura, Agartala.
5. PCCF, Govt. of Tripura, Agartala.
6. All Head of Departments (HoDs), Govt. of Tripura.
7. All District Magistrate & Collectors/ Sub-Divisional Magistrates/ Block Development Officers, Govt. of Tripura.
8. All Chief Executive Officers, State PSUs, Boards etc.
9. All Head of Offices (HoOs)

Copy to:

1. Chief Secretary, Govt. of Tripura
2. Secretary to the Hon'ble CM, Govt. of Tripura.