

As the Head of your office draft a circular for the staff, outlining the need and value of punctuality in keeping office hours and quick disposal of writs and other work. Official circulars (Example).

Office of Dy. Commissioner Commercial Taxation

Hasan Khan Mewat Nagar, Alwar

Circular

Ref: No. KB/14/15/2015

Date

For: All the members of the staff including the officer are instructed to adhere to punctuality in coming to office and leaving office. Hence, attendance in the office is desired by 10.00 am positively.

It has been noticed that some of the employees, including officers, are habitual of coming late and leaving of the office before time that is before 5.00 pm.

This causes great inconvenience to the public. Lack of punctuality and leaving office before time is an act of indiscipline that leads to delay in disposing of the files and hinders smooth working. International delay and keeping the work pending must be stopped forthwith.

All the officers are instructed to dispose of all the pendency within a week and apprise the undersigned in the matter positively on the next Monday.

Non compliance on the part of any staff including officers shall be viewed as an act of indiscipline by the undersigned.

XYZ

Dy Commissioner (Administration)