



**GOVERNMENT OF SIKKIM
EDUCATION DEPARTMENT
GANGTOK**

O.O. No. 149/ADM/Edn

Dated: 15/4/2021

CIRCULAR

In compliance to O.O.No. 23/Gen/Home-2021 dated 15.4.2021, all Directors and Section Heads are hereby directed to maintain an attendance register of their concerned sections and ensure daily attendance of their officers and staff from 10.00 a.m to 4.30. p.m.

Further, the attendance register is to be submitted to the Office of the Secretary, Education Department on a daily basis for observance of punctuality, maintenance of discipline and decorum in the office.

By Order,

-Sd/-

**Additional Chief Secretary
Education Department**

Copy for information to:

1. All Directors and Section Heads.
2. PS to HM, Education Dept.
3. PS to Advisor, Education Dept.
4. PS to Additional Chief Secretary, Education Dept.
5. PA to Secretary, Education Dept.
6. District Head, East/West/North/South Districts, Education Dept.
7. Additional Director, IT Section, Education Dept-For hosting in the official website.
8. File and Guard file



(Anil Raj Rai, SCS)
Secretary
Education Department
Secretary
Education Department
Govt. of Sikkim, Gangtok

Mr. S. Sabdar/TA

M. update in the website -
Sansarp
15/4/2021