



भारत सरकार

Government of India

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX: WEST BENGAL & SIKKIM
HEADQUARTERS, PERSONNEL WING, AAYAKAR BHAWAN,
P-7, CHOWRINGHEE SQUARE, KOLKATA-69

F.No. 1E/5/2014-15/Attendance/5291-5450

Dated, Kol., the 19th Sept., 2014.

To

The CCIT-II,III,IV,V,VIII,IX,X,XI/ CCIT, Durgapur, CCIT, Jalpaiguri/ DGIT(Inv.) East, Kol.
All CsIT (Including Central, RTI, Audit & Judicial), Kol./ DIT (Inv.)Kol./ DIT(Exemp.)Kol./ DIT(Vig.)/ DIT(IT)/
OSD(CA),Kol./ CIT(DRs), ITAT/ Settlement Commission, Kol./ CIT Burdwan/ Durgapur/ Asansol/ Siliguri
and Jalpaiguri/ All Headquarters in Pr. CCIT WB & Sikkim's office/ All Head of Office in Mufussil
Charges/Accounts Officer FPU, ZAO, CBDT, Kol/ Secretary I.T.E.F., Bengal Circle (Gr.C & D).

Sir,

Sub: Recommendation of the Committee for suggesting measures of punctuality – Reg.

I am directed to forward the recommendations of the committee for suggesting measures for punctuality, constituted by the Principal Chief Commissioner of Income Tax, WB & Sikkim vide Order No. 57/ 2014-15, F. No. Genl./131/Committee/2014-15 dated 14/18.08.2014, which are as under:

"1. Exemption of Inspectors from signing of attendance register

Upon due consideration and detailed discussion, it has been unanimously decided that Inspectors should be exempted from signing daily attendance register in consonance with existing practices across most of the CCIT regions all over the country. Thus, the first part of the consideration stands answered.

2. Overall improvement of punctuality of Staff members:

The committee also deliberated on the issue of ensuring punctuality at various levels of the organization. The committee feels that following steps taken earnestly would go a long way in ensuring appreciable punctuality at all levels amongst officials.

- (A) The Register (S-37) would be kept in the custody of Office Superintendent/ Administrative Officer in every office and the same will be maintained in the true spirit of instructions for the maintenance of attendance register (written on the cover page of the register) and also in the light of the instructions given in Chapter 3 of the Establishment and Administrative hand book. Administrative Officer/ Office Superintendent will maintain register by putting a 'red mark' before 10:30 A.M. in case of official who was

found absent. The register should be sent to the office of the Supervisory officer by the respective Office Superintendent/ Administrative Officer.

- (B) *Thereafter the register should be placed in the office of the immediate superior of the supervisory officer on or before 11:30 by the supervisory officer on a daily basis to ensure monitoring and compliance.*
- (C) *Leave matters in the cadre of Income Tax Inspector, may be maintained by introducing a 'Master Roll' which is to be maintained by the respective immediate supervisory officer.*
- (D) *The committee members strongly recommend initiation of dialogue between officers and officials within administrative units for ensuring punctuality and greater voluntary compliance to not only to build the image of Income Tax Department but also to utilize fully the working hours in meaningful official work."*

I am directed to request that the recommendations of the Committee may be brought to the notice of all officers/ officials in your jurisdiction for ensuring compliance in toto.

This issues with the approval of the Pr. CCIT, WB & Sikkim.

Yours faithfully,



(ABHIJIT GHOSH)

उप आयकर आयुक्त, मुख्यालय (कार्मिक), कोल.

Deputy Commissioner of Income Tax, Hqrs. (Pers.), Kol.
For the Principal Chief Commissioner of Income Tax, WB & Sikkim