

No.Vig./General/17

Office of the Chief Engineer,  
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Dated: 24 - 06-2017

### Circular

All staff of Public Work Department working in Public Office is hereby informed that they shall make their digital attendance before 10.15 A.M. The Government is very alert in the punctuality of the staff as 13 incumbents in Malappuram Buildings Division is suspended only because of their absence in the office hours. It is also come to the notice of the undersigned that the incumbent used to leave the office during office hours after making the digital attendance. This will be viewed seriously. All Head of office shall ensure the presence of their staff in the office during office hours and also request to collect the attendance digital from Electronics Division on end of every month and maintain the Causal leave Register as per the details received. Moreover, it is strictly ordered that Movement Register and Cash declaration Register shall be maintained in all offices.



Chief Engineer

PWD Design and Administration

CHIEF ENGINEER, P.W.D.  
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