

**OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR**

OFFICE MEMORANDUM
Imphal, the 5th March, 2009.

4/ELEC-1/LS-2009: In view of the ensuing General Elections to the 15th Lok Sabha-2009 and in order to enable to dispose of all time bound and urgent election related matters, it is hereby ordered that all the Officers and staff of Election Department, Manipur shall not be allowed to avail any kind of leave except on valid medical ground to be supported by medical certificates with immediate effect and till the election process is over. Further, it is ordered that all officers and staff of this office shall attend office in time and leave office only after the time bound election matters are disposed of.

2. This instruction shall be complied strictly by all concerned and any departure shall be viewed seriously and appropriate disciplinary action as deem fit will be initiated against any delinquent officials.

(Shambhu Singh)
Chief Electoral Officer, Manipur.

Memo 4/ELEC-1/LS-2009:

Imphal, the 5th March, 2009.

Copy to: -

1. Chief Secretary, Govt. of Manipur.
2. Commissioner (Election), Govt. of Manipur.
3. All Deputy Commissioners/DEOs, Manipur. They are requested to issue similar OM in view of forthcoming 15th Lok Sabha Elections-2009 under intimation to this office.
4. Addl. Deputy Commissioners/AROs, Kangpokpi & Jiribam.
5. Joint Chief Electoral Officer, Manipur.
6. All Election Officers in CEO's Office, Lamphelpat for strict compliance.
7. All Staffs of CEO's Office, Lamphelpat -do- .
8. Notice Board.
9. Guard file/Order Book.

(T.Ranjit Singh)
Joint Chief Electoral Officer,
Manipur

**OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR**

OFFICE MEMORANDUM

Imphal, the 31st October, 2005

No.2/ELEC-1/SSR-2006: It has come to the notice of the undersigned that employees of all categories of this office including the officers are found attending office very late often after the prescribed normal office hours of attendance inspite of the hectic current Special Summary Revision of Electoral Rolls, 2006. Late attendance in the office has seriously hampered ongoing time bound works relating to Special Summary Revision-2006. It is re-iterated that late attendance after the normal office working hours without any permission/authority frequently or habitually also amounts to lack of devotion to one's duty and is highly objectionable and attracts Rule 3 (i) (ii) (iii) of the CCS (Conduct) Rules, 1964. Such habit of late coming not only shows the irresponsibility on the part of the Government servant but also has also seriously affected normal functioning of the Office.

2. In order to maintain proper office discipline and to ensure that all time bound revision works are completed successfully in time, it is hereby ordered that all staff including the officers should attend office regularly and discharge their assigned duties effectively. Violation of this instruction by any Officer/Staff will be viewed seriously and strict disciplinary action shall be taken against delinquent officials under rules without further information and warning.

By Orders etc.,

(T.Ranjit Singh)

Joint Chief Electoral Officer, Manipur.

Copy to: -

10. Commissioner (Election), Govt. of Manipur.
 11. All Election Officers in CEO's Office, Lamphelpat.
 12. All Staffs of CEO's Office, Lamphelpat.
 13. Notice Board.
 14. Guard file/Order Book.
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**OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR**

OFFICE MEMORANDUM
Imphal, the 2nd December, 2003

No.2/ELEC-1/SR-04: It has come to the notice of the undersigned that employees of all categories of this office including the officers are found attending office very late often after the prescribed normal office hours of attendance inspite of the hectic current Summary Revision of Electoral Rolls, 2004. Late attendance in the office has seriously hampered ongoing time bound works relating to Summary Revision-2004. It is re-iterated that late attendance after the normal office working hours without any permission/authority frequently or habitually also amounts to lack of devotion to one's duty and is highly objectionable and attracts Rule 3 (i) (ii) (iii) of the CCS (Conduct) Rules, 1964. Such habit of late coming not only shows the irresponsibility on the part of the Government servant but also has also seriously affected normal functioning of the Office.

2. In order to maintain proper office discipline and to ensure that all time bound revision works are completed successfully in time, it is hereby ordered that all staff including the officers should attend office regularly and discharge their assigned duties effectively. Violation of this instruction by any Officer/Staff will be viewed seriously and strict disciplinary action shall be taken against delinquent officials under rules without further information and warning.

(T.Ranjit Singh)
Joint Chief Electoral Officer, Manipur.

Copy to: -

15. The Commissioner (Election), Govt. of Manipur.
 16. All Election Officers in CEO's Office, Lamphelpat.
 17. All Staffs of CEO's Office, Lamphelpat.
 18. Notice Board.
 19. Guard file/Order Book.
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**OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR**

OFFICE MEMORANDUM

Imphal, the 29th October, 2003.

No.2/ELEC-1/SR/04: In view of the ensuing Assembly Session of Manipur Legislative Assembly beginning from 7th July, 2003 and in order to dispose of all time bound and urgent Assembly related matters pertaining to Election Department, which are likely to be raised during the Session, it is hereby ordered that all the Officers and staff of Election Department, Manipur shall not be allowed to avail any kind of leave except on valid medical ground to be supported by medical certificates with immediate effect and till the Assembly Session is over. Further, it is ordered that all officers and staff of this office shall attend office in time and leave office only after the time bound Assembly related matter is disposed of.

2. This instruction shall be complied strictly by all concerned and any departure shall be viewed seriously and appropriate disciplinary action as deem fit will be initiated against any delinquent officials.

Sd/-

(V.K. Thakral)

Chief Electoral Officer, Manipur.

Memo No.1/2/ELEC/99(Pt-III):
2003.

Imphal, the 28th June,

Copy to: -

20. The Commissioner (Election), Govt. of Manipur.
21. The Joint Chief Electoral Officer, Manipur.

22. All Election Officers in CEO's Office, Lamphelpat for strict compliance.
23. All Election Officers posted at the offices of DCs/DEOs and SDOs/Ros for strict compliance.
24. All Staffs of CEO's Office, Lamphelpat -do- .
25. Notice Board.
26. Guard file/Order Book.

(T.Ranjit Singh)
Joint Chief Electoral Officer,
Manipur

**OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR**

OFFICE MEMORANDUM
Imphal, the 28th June, 2003.

No.1/2/ELEC/99(Pt-III): In view of the ensuing Assembly Session of Manipur Legislative Assembly beginning from 7th July, 2003 and in order to dispose of all time bound and urgent Assembly related matters pertaining to Election Department, which are likely to be raised during the Session, it is hereby ordered that all the Officers and staff of Election Department, Manipur shall not be allowed to avail any kind of leave except on valid medical ground to be supported by medical certificates with immediate effect and till the Assembly Session is over. Further, it is ordered that all officers and staff of this office shall attend office in time and leave office only after the time bound Assembly related matter is disposed of.

2. This instruction shall be complied strictly by all concerned and any departure shall be viewed seriously and appropriate disciplinary action as deem fit will be initiated against any delinquent officials.

Sd/-
(V.K. Thakral)
Chief Electoral Officer, Manipur.

Memo No.1/2/ELEC/99(Pt-III):
2003.

Imphal, the 28th June,

Copy to: -

27. The Commissioner (Election), Govt. of Manipur.
28. The Joint Chief Electoral Officer, Manipur.
29. All Election Officers in CEO's Office, Lamphelpat for strict compliance.
30. All Election Officers posted at the offices of DCs/DEOs and SDOs/Ros for strict compliance.

31. All Staffs of CEO's Office, Lamphelpat -do- .
32. Notice Board.
33. Guard file/Order Book.

(T.Ranjit Singh)
Joint Chief Electoral Officer,
Manipur

OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR

OFFICE MEMORANDUM
Imphal, the 5th May, 2003

No.1/2/ELEC/99(Pt): It has come to the notice of the undersigned that some employees of this office including the officers are quite casual and not very serious while dealing with important matters delegated to them. Such casual attitude leads to certain omissions and commissions. This hampers smooth functioning and timely discharge of important files in the Department.

2. In order to have a better and effective administration in Election Department, all officials are hereby advised/instructed to discharge their works sincerely and diligently. It has to be ensured not to commit mistakes especially in sensitive

departments like Election Department. Joint Chief Electoral Officer, Manipur will monitor closely in this regard. In spite of instructions issued, if any officials are found to commit mistakes (not the bonafide and unintentional ones) in future, appropriate action as deem fit will be initiated against the erring officials.

Sd/-

(V.K. Thakral)

Chief Electoral Officer, Manipur.

Memo No.1/2/ELEC/99(Pt-III):
2003.

— Imphal, the 5th May,

Copy to: -

34. The Commissioner (Election), Govt. of Manipur.
35. The Joint Chief Electoral Officer, Manipur.
36. All Election Officers in CEO's Office, Lamphelpat for strict compliance.
37. All Staffs of CEO's Office, Lamphelpat -do- .
38. Notice Board.
39. Guard file/Order Book.

(T.Ranjit Singh)

Joint Chief Electoral Officer,
Manipur

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OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR

OFFICE MEMORANDUM
Imphal, the 21st January, 2003

No.1/2/ELEC/99(Pt-III): It has come to the notice of the undersigned that employees of all categories of this office including the officers are found attending office very late after the prescribed normal office hours of attendance and also are found leaving the office early. It has also been observed that some staff has neglected to sign the attendance register, which is obligatory. Late attendance after the normal office working hours without any permission/authority frequently or habitually also amounts to lack of devotion to one's duty and is highly objectionable and attracts Rule 3 (i) (ii) (iii) of the CCS (Conduct) Rules, 1964. Such habit of late coming not only shows the irresponsibility on the part of the Government servant but also has also seriously affected normal functioning of the Office.

2. In order to maintain proper office discipline and to ensure that office work is attended to properly and timely by the officials and staff of this office, the following points are circulated for information and compliance: -

- i) all staff including Officers shall attend office regularly in time;
- ii) the staff shall immediately sign the attendance register on their arrival as well at the time of departure after the office hours;
- iii) during office working hours, they shall not leave their seats and devote their attention to their respective duties;
- iv) if due to unavoidable circumstances they could not attend office in time, they must apply for casual leave or seek permission from the competent authority;
- v) half a day's casual leave should be debited from the casual leave account of the Government servant for each late attendance. However, late attendance up to one hour or not more than two occasions in a month may be condoned in cases of unavoidable reasons/circumstances;
- vi) if a staff does not sign the attendance register even though he or she is present, it will be presumed that he/she is absent;
- vii) if an official is found absent from duty without obtaining permission from the competent authority, he/she shall not be entitled to any pay and allowances during the period of such absence under proviso to F.R. 17 (1).

3. All staff are, therefore, directed to take note of the above instructions and strictly adhere to the above orders with immediate effect. Violation of the above directions by any Officer/Staff will be viewed seriously and strict disciplinary action shall be taken against delinquent officials under rules without further information and warning. The Election Officer (Establishment) shall report any such cases to the undersigned on a weekly basis for initiating appropriate action under the rules.

(T.Ranjit Singh)

Joint Chief Electoral Officer, Manipur.

Copy to: -

40. The Commissioner (Election), Govt. of Manipur.
 41. All Election Officers in CEO's Office, Lamphelpat.
 42. All Staffs of CEO's Office, Lamphelpat.
 43. Notice Board.
 44. Guard file/Order Book.
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