

**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
**( Administrative Reforms Branch )**

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No. AR-3/Gen-1/96

Dated, Kohima, the 5<sup>th</sup> December, 2019.

OFFICE MEMORANDUM

In continuation to this Department's Office Memorandum of even number dated 4<sup>th</sup> December, 2019 all Heads of Departments/Deputy Commissioner are to report the unauthorized absence /present but did not perform office duty of individual employees in their respective Directorate/District Offices in the prescribed format as enclosed in **Annexure-A**. Further, you are to submit the details in the requisite format and submit to Secretary, P&AR or forward it to the Department's email [admreformsbranch@gmail.com](mailto:admreformsbranch@gmail.com).

Sd/- TEMJEN TOY, IAS


Chief Secretary to the Govt. of Nagaland.

Dated, Kohima, the 5<sup>th</sup> December, 2019.

No. AR-3/Gen-1/96

Copy to :-

1. The Secretary, P&AR Department for information
2. All Heads of Department, Nagaland for information and necessary action.
3. All Deputy Commissioners, Nagaland for information and necessary action.

  
05/12/19  
(AKUNU S MEYASE)

Joint Secretary to the Govt of Nagaland

OM NO. AR-3/GEN-1/96 DTD 5<sup>TH</sup> Dec 2019

Annexure A

Department/Office/Establishment

Date

Total no of employees:

Sl No	<u>Attendance Report</u>				<u>Remarks</u>
	No of employees on Casual Leave	No of employees on Earned Leave/other Leave	Unauthorised absentees*	Present but did not perform office duty**	
1					

(\*Name, designation of the employee to be submitted)

(\*\*Name, Designation of all employees to be submitted)

Signature of AHOD/HOD