

File No.450/AS(KB)2022  
Ministry of Law and Justice  
Legislative Department

11<sup>th</sup> February, 2022  
Shastri Bhawan, New Delhi

**OFFICE MEMORANDUM**

Despite inspection by the Secretary, Legislative Department on 08-02-2022, it is observed that the officer and staff are not attending office in time. Controlling Officer /Branch Officer of the concerned Section and Division may maintain the attendance register and oversee the regular attendance of Officer/Staff. In case of delinquent Officer, the report may be sent to the Administration -1 Section.

  
(K. Biswal)

Additional Secretary

**Copy to :**

1. All Controlling Officers/Branch Officers (Main Legislative Department, Official Language Wing and Vidhi Sahitya Prakashan, New Delhi).
2. NIC for uploading the same on Official Website of Legislative Department.
3. Notice Board.

**Copy to:**

PPS to Secretary, Legislative Department, Shastri Bhawan, New Delhi for information please.