

No.F.11(12-23)-DSE/09  
Government of Tripura  
Directorate of School Education  
General Section-I.

Dated, Agartala, the 24 th July, 2002.

M E M O.

It has come to the notice of the undersigned that in many Schools, the teachers do not record their departure time in their Attendance Register though it was instructed vide this office memo of even number dated 7th September, 1994 (copy enclosed) to record the departure time in the attendance register.

The Heads of Institutions also do not insist on recording departure time by the staff under his jurisdiction. This is highly irregular and should be stopped forthwith.

It is therefore, reminded that each teaching/ non-teaching staff should record his / her arrival and departure time in the attendance register without fail.

Encls:-As stated

*Rehman 23.7.2002*  
Director of School Education,  
Tripura.

Copy to :-

1. All Heads of Offices & D.D.Os. They are requested to instruct the concerned staff under his control to follow the above directions strictly. They should also ensure and see that the above instructions are complied with strictly.
2. The District Education Officer, West / South / North.
3. The Deputy Director of Education, Dhalai District Zonal Office, Ambassa.
4. All the Inspectors of Schools.

NO.F.11(12-23)-DSE/90  
Government of Tripura  
Directorate of School Education  
(General-I Section)

Dated, Agartala, the 7th September, 1994.

M E M O

In partial modification of the memo of even number dated 16.12.1987 and 3.1.1988 the following instructions are issued for guidance of and compliance by all concerned.

1. School Hours

Group - 'A'

Primary stage schools being housed in buildings exclusively of their own shall work for 5 hours daily except on Saturdays as shown below. On Saturdays these schools will work for 4 (four) periods. There may not be any recess on Saturdays in these schools.

	Morning shift	Noon shift
Preparatory activities, Prayer Assembly and Safai etc.	6-45 a.m. to 7-00 a.m.	10-45 a.m. to 11-00 a.m.
1st period	7-00 " to 7-50 "	11-00 " to 11-50 "
2nd period	7-50 " to 8-30 "	11-50 " to 12-30 p.m.
3rd period	8-30 " to 9-10 "	12-30 p.m. to 1-10 p.m.
Recess	9-10 " to 9-50 "	1-10 " to 1-50 "
4th period	9-50 " to 10-30 "	1-50 " to 2-30 "
5th period	10-30 " to 11-10 "	2-30 " to 3-10 "
6th period	11-10 " to 11-45 "	3-10 " to 3-45 "

Group - 'B'

Primary stage schools which are running in the morning and in buildings where there are noon shifts of S.B./High/H.S. Schools shall have no time to work for more than 4 hours at the maximum from 6-30 a.m. to 10-30 a.m. during March-October. In winter months (November to February) these schools shall work for only 3 hours and 30 minutes i.e. from 7-00 a.m. to 10-30 a.m. Details are shown below. These schools shall work for full hours even on Saturdays.

	March to October (other months)	November to February (Winter months)
Preparatory activities Safai, Prayer Assembly etc.	6-30 a.m. to 6-35 a.m.	7-00 a.m. to 7-05 a.m.
1st Period	6-35 " to 7-20 "	7-05 " to 7-40 "
2nd Period	7-20 " to 8-00 "	7-40 " to 8-15 "
3rd Period	8-00 " to 8-40 "	8-15 " to 8-50 "
Recess	8-40 " to 9-10 "	8-50 " to 9-20 "
4th Period	9-10 " to 9-50 "	9-20 " to 9-55 "
5th Period	9-50 " to 10-30 "	9-55 " to 10-30 "

Middle stage schools (VI-VIII), Secondary Schools (VI-X) and Higher Secondary stage Schools (VI-XII) shall work for at least 5 hours 30 minutes from Monday to Friday as shown below and on Saturdays for 3 hours and 05 minutes (for 4 periods).

Preparatory activities, Prayer Assembly and Safai etc.	10-45 a.m. to 11-00 a.m.	15 Minutes
1st Period	11-00 a.m. to 11-50 a.m.	50 "
2nd Period	11-50 " to 12-30 p.m.	40 "
3rd Period	12-30 p.m. to 1-10 p.m.	40 "
4th Period	1-10 " to 1-50 "	40 "
Recess	1-50 " to 2-20 "	30 "
5th Period	2-20 " to 3-00 "	40 "
6th Period	3-00 " to 3-40 "	40 "
7th Period	3-40 " to 4-15 "	35 "

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5 Hours 30 Minutes

Minor adjustments in the above time tables may be made by the schools in exceptional circumstances but the duration of the class period and the total working hours at school shall not be changed in any way.

Mass P.T. for 20 minutes may be arranged suitably within the schools hours.

## 2. Attendance of School Staff

i) All members of the staff shall strictly maintain punctuality in attendance in schools. Attendance of the members of the staff in the School Assembly and in all preparatory activities including Safai, Singing of National Anthem is compulsory. Anybody attending school after 10-45 a.m. in the noon shift schools or 6-30 a.m. during the months of March-October and 7-00 a.m. during winter months (Nov-Feb) in the morning shift schools will be treated as late. Similarly anybody coming after 6-45 a.m. in the morning shift primary schools under Group 'A' will be treated as late. Late attendance upto 11-00 a.m. in noon shift schools, upto 7-00 a.m. in the morning shift primary schools under Group 'A' and upto 6-35 a.m. during March-Oct and 7-05 a.m. during Nov-Feb in the morning shift schools (Group-B) may be allowed and such late comers may be allowed to sign the attendance register with the permission of the H.M./Teacher-in-charge mentioning the time of arrival.

ii) For every three occasions of late attendance (non necessarily) in a month) the concerned employee shall have one day's casual leave deducted to his/her casual leave account by the H.M./Teacher-in-charge concerned.

iii) Attendance in schools after 11-00 a.m. in noon shift schools, 7-00 a.m. in the morning shift primary schools under Group - 'A' and 6-35 a.m. during March-Oct and 7-05 a.m. during Non-Feb in morning shift schools (under Group-B) shall not allowed in any case and the concerned employee shall be marked absent.

iv) All arrival and departure time should be recorded in the attendance register by the employee concerned.

v) All staff shall remain present in the school during the entire period of school hours. They shall not be allowed to leave the school on the ground of having no more classes to attend or no more work to do on a particular day. During the off periods teachers may take tutorial classes and /or remedial classes to be arranged by the H.M./T.C. or prepare his/hers lesson for the next periods/next day.

### 3. Action for un-authorized absence from duty.

Absence of any staff from duty without proper permission or when on duty in Office/institution they have left office/institution without proper permission or while in the office/institution they refused to perform the duties assigned to them is subversive of discipline. In case of such absence from work, the leave sanctioning authority may order that day to be treated as 'Dies-non' i.e. it will neither count as service nor be construed as break in service and no leave should be granted for that day even if they have got leave to their credit and no pay should be given for that day. Besides this, the competent authorities might take other actions against the persons resorting to such practice of un-authorized absence from duty.

### 4. Suspension of Classes

Classes should not be suspended on flimsy ground. If on any special occasion or unavoidable circumstances, Classes are to be suspended, this should be properly recorded in the relevant school register and should be intimated to the Zonal Dy.D.E. (in case of High/H.S.Schools) or to the I/S concerned (in case of J.B./S.B. Schools) within three days of such suspension of Classes.

### 5. Leave and Station Leave.

No staff (Teaching & Non-teaching) shall be allowed to go on leave without prior sanction of leave by the leave sanctioning authority. Similarly no employee shall leave the station without station leave permission of the competent authority.

6. Any violation of the above instructions shall be viewed very seriously and be dealt with accordingly.

Sd/-

6.9.94  
Director of School Education,  
TRIPURA

Copy for information and necessary action to:-

1. All H.M.s , High & H.S.Schools (both Govt. & Govt.aided)
2. All I/Ss.
3. All Zonal Dy.Directors of Education.
4. All Administrators/Secretary, Govt. aided schools.
5. Principal, Agartala/Kakraban Basic Training College.