

NO. F. 2(23)-SE-E(NG)/2017/  
GOVERNMENT OF TRIPURA  
DEPARTMENT OF SCHOOL EDUCATION  
(ESST. GAZETTED SECTION)

Dated, Agartala the 2nd March, 2017

**MEMORANDUM**

Administrative instructions have been issued from time to time from the Department that the academic activities in the schools having noon shift should be conducted from 10.45 AM to 04.15 pm (except Saturday) and in case of morning shift, from 06.30 AM to 10.30 AM. In conformity with the academic hours, further instructions were issued to ensure timely attendance of the Headmasters/Headmistresses and Teachers at 10.45 am for the noon shift schools and at 06.30 am for morning shifts rendering services upto 04.15 pm and upto 10.30 am for noon and morning shifts respectively. On Saturday, academic hours for noon shift schools should continue upto 02.30 pm.

2. It has been observed that some of the Headmasters/Headmistresses and Teachers are attending the schools late in complete violation of the norms. Delay in attending schools interrupts academic activities as well as class works and gives a poor impression to students and society specially latter who tend to learn the habits of punctuality, commitment and hard work at schools and resultantly become good citizens of society and the nation.


3. Department has found on detailed analysis that in most cases, causes of delay in timely attendance has been attributed to the Headmasters/Headmistresses and Teachers residing outside the local area and travelling long distances to their work places from distant places. This practice is affecting the performance of the schools and students.

4. Therefore, it is essential to reiterate that the Govt. employees as per Govt. Service Conduct Rules, 1960 (GSR-1960), are required to reside in an area within a radius of 15 Km of their respective office/working places. Anyone travelling beyond his local area without the special order of competent authority shall be treated as violating the conduct rules and shall be liable for action as per rules.

5. The Distt. Education Officers and Inspectors are personally responsible that these orders are complied strictly and for the school in interior areas and schools with poor Madhyamik results, they should

consult local PRI bodies and SMCs to take them on board to ensure that the teachers stay in the respective areas.

6. This is for strict compliance of all concerned and proposals should be initiated for misconduct if any teacher continues to violate these instructions.

  
(Sushil Kumar)  
Principal Secretary  
to the Govt. of Tripura

**Copy to:**

- The PS to the Hon'ble Minister, School Education, Tripura.
- The Director, School Education, Tripura.
- All District Education Officers, Tripura for information, close monitoring and to circulate the memo to all concerned.
- All Headmaster/Headmistress for strict compliance \_\_\_\_\_.
- All Inspector for Schools, Tripura for strict compliance \_\_\_\_\_.