

GOVERNMENT OF MANIPUR
MANIPUR BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD

OFFICE MEMORANDUM

Imphal, the 17th of December, 2020

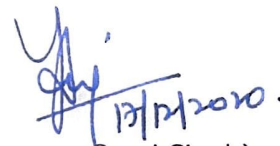
MBCWB/Estt./TA(Pt)2017 : Whereas , it has come to the notice of the authorities that certain staff and employees of the Manipur Building and other Constructions Workers Welfare Board are found not attending office without prior permission of the competent authority.

And whereas, staff and employees wanting to take leave may avail leave as admissible by applying to the concerned authority citing a reason for leave.

And Whereas, unauthorized absence by the staff and employees and dereliction of official duties are being viewed very seriously by the authority.

Now therefore, any staff and employees found taking unauthorized absence shall be dealt with the provisions of Manipur Civil Service (Conduct) Rules and relevant sections of any other rules in this regard to the extent of deduction of wage/salary for the number of days of unauthorized absence.

This issues with the approval of the competent authority of the Board.



(Dr. Yumnam Suraj Singh)

**Secretary, Manipur Building and other
Construction Workers Welfare Board**

Copy to :

1. Hon'ble Chairperson, Manipur Building and Other Construction Workers' Welfare Board.
2. Additional Chief Secretary, Labour and Employment, Government of Manipur.
3. All Staff and Employees concerned.
4. Karam Joshlee , Computer Programmer – with a direction to upload the above OM in the official Website.
5. Kunjalata, LDC – with a direction to maintain Leave account of all staff , which should be reflected in the Muster Roll every month.
6. Notice Board.
7. Relevant File.