

**GOVERNMENT OF MANIPUR
DIRECTORATE OF CRAFTSMEN TRAINING
D.C., OFFICE COMPLEX, LAMPHELPAT, IMPHAL-795004**

.....

NOTICE

Imphal, the 3rd September, 2025

No. 3/2//2018- DCT: In order to ensure punctuality, discipline, and smooth functioning of this Directorate Office, strict adherence to the office time schedule is hereby notified with immediate effect as follows:

1. Office Timing:

- Working Hours: 09:00 AM to 05:00 PM (Monday to Friday)

2. Attendance:

- All officers and staff must **report to duty on time** and record their attendance in the biometric system.

3. Discipline:

- Unauthorized absence and habitual late-coming will attract disciplinary action as per rules.
- Early leaving from office without prior approval of the competent authority is strictly prohibited.

4. Responsibility of Heads of Sections:

- Heads of Sections shall monitor and ensure punctuality of staff under their control and submit monthly reports to the undersigned.

All concerned are directed to strictly comply with the above instructions in the interest of maintaining efficiency and discipline in the Directorate.



(Yaiphaba Longjam)

Joint Director of Craftsmen Training,
Manipur.

.....

Copy to:-

1. A.P.S. to Secretary (SLEE), Government of Manipur.
2. Shri Kh. Arora Singh, (i/c), Asst. Director, DCT.
3. Shri Y. Achouba Singh, Assistant Controller of Examination
4. Smt. G. Babita Devi, Head Clerk.
5. Shri Maibam Britya Singh, Office Supdt.
6. All Staff of this Directorate.
7. Notice Board.