



GOVERNMENT OF INDIA
DEPARTMENT OF PUBLICATION
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NoC-14011/3/2015 (O&M)

Dated: 2 July, 2015

OFFICE MEMORANDUM

Sub:- Observance of punctuality in Government Office.

It has been observed that most of the employees of this department are adhering to the office timings i.e. 9.30 A.M. to 6.00 P.M. with lunch break 1.30 P.M. to 2.00 P.M., but a few members of the staff are not maintaining punctuality while coming to the office, overstay lunch break and leave the office before the stipulated time. A serious view has been taken about such lapses on the part of the employees.

Regarding observance of punctuality, this Department has received office memorandum issued by DOPT vide No. 11013/9/2014-Estt.A.III dated 22nd June, 2015 which stipulates "instruction have been issued from time to time with regard to the need to observe punctuality by Government servants. Responsibility for ensuring punctuality in respect t of their employees rests within Ministries/Departments/Offices.

2. The decision to introduce AADHAR enable Bio-metric Attendance System (AEBAS) in Central Government Offices, including attached/sub-ordinate offices, to replace the manual system of marking of attendance to ensure punctuality is to be implemented in all Ministries/Departments. This Department vide O.M. of even no. dated 21.11.2014 and 28.01.2015, while recognizing that the Biometric Attendance System is only an enabling platform had, inter-alia, stated that there was no change in the instructions relating to office hours, late attendance etc.

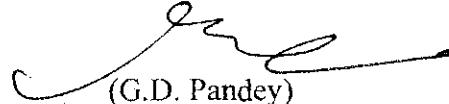
3. In this connection attention is invited to Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servants in all levels.

4. It is also requested that all the employees to mark their attendance in BAS portal on regular basis".

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In view of the above, all the Superintendents/Section In-charges of this Department are directed to follow the above mentioned instructions of DOPT to ensure punctuality and it has been also decided that the Section-Heads should ensure that they are self-disciplined and punctual in attendance as well as staff working under them do not reach the office late, overstay during the lunch break and also not leave office before time. If any employee of any section violates the norms regarding punctuality in attendance, discipline and decorum of the office then the section's head are required to intimate the administration in writing about such employee/employees so that disciplinary action could be taken against them as per rule. All branch officers will also conduct surprise checks. Strict action will be taken against those who are found to be habitual in breaking discipline. All the Section in charges and staff are advised to observe the office timing scrupulously without any room for disobedience and in case of violation of these instructions coming to notice of the under-signed, a serious view will be taken against such officials and action will be initiated under the provisions of Rule 3(1)(ii) of CCS (Conduct) Rules, 1964.

Hindi version will follow.


(G.D. Pandey)
Asstt. Controller (Admn.)
Head of the Office.

To

1. P.A. to C.P.
2. P.A. to F.O.
3. P.A. to A.C. (A)
4. P.A. to A.C. (B)
5. All the Superintendents/Section Incharges of the Department of Publication.
6. E-gazette for uploading in the website of Department of Publication.
7. Hindi Section for Hindi Version.
9. Supdt., Sale Counter Kitab Mahal, C-5, State Emporium Building, Baba Kharag Singh Marg, New Delhi.
10. Incharge, Sale Counter High Court
11. Accountant, Govt. of India Book Depot, 8, K.S. Road, Kolkata - 770 001.
12. Incharge, Govt. of India Sale Counter, Mumbai.
13. Incharge, Govt. of India Sale Counter, Bengalore.
14. Notice Board.
15. Guard File.


Asstt. Controller (Admn.)