



MOST IMMEDIATE

**GOVERNMENT OF INDIA
DEPARTMENT OF PUBLICATION
(Ministry of Urban Development)
CIVIL LINES, DELHI – 110 054.**

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No. Estt./Circular/2014

Date 11-06-2014

CIRCULAR

It has been noticed that some of the employees of this Department are still not adhering to the discipline and punctuality in the office despite issuance of circulars from time to time. It has also been observed that some of the officials/ officers do not attend the office well in time rather they attend the office after the prescribed arrival time i.e. 9:30 AM and in some cases they leave the office before departure time 6:00 PM without any information/permission. It has also been noticed that some of the employees are seen in the Departmental Canteen sitting for gossiping for a long time. Some employees do not return to their section after observing the lunch time i.e. 1:30 PM to 2:00 PM and remain sitting up to 2:20PM either in the recreation club or somewhere else.

The above mentioned lapses on the part of Govt. employees are highly objectionable and in contravention to the CCS (conduct) Rules, 1964 as well as violation of office discipline and decorum.

All the employees of this Department are informed that surprise checking will be made by the Asstt. Controller (Admn.) alongwith S.O. (O & M) once in a week followed by random checking fortnightly by the Joint Secretary and Controller of Publications in order to ensure that discipline, punctuality and office decorum are maintained in the Department.

Accordingly, all concerned are directed to maintain discipline, punctuality and office decorum and not to violet the norms and provisions of CCS (conduct) Rules, 1964. If anybody is found either in the habit of late coming to office or early going from the office, similarly, if anybody is found absent from the seat during the working hours without prior intimation/permission, disciplinary action as per rule will be initiated against such employees.

This issues with the approval of Joint Secretary and Controller of Publications.

(D. Chandra)

Asstt. Controller (Admn.)

Copy to

1. P.A. to J.S. & C.P.
2. P.A. to A.C.(A)
3. P.A. to A.C (B)
4. P.A. to F.O.
5. All Section incharges
6. S.O. Kitab Mahl, Estate Emporia Building, Baba Khareg Singh Marg, New Delhi
7. Sale Counter, Delhi High Court.
8. Hindi Section for Hindi version.
9. E-Gazette Section for uploading on this Department's website.
10. Notice Board.
11. Guard File.

Asstt. Controller (Admn.)