



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

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No. Estt./Circular/2014

Date 18-06-2014

CIRCULAR

A copy of Ministry of Urban Development's Office Memorandum No. A-13019/2/2012-Admn-I, June 4th, 2014 is enclosed herewith.

All Branch Officers/Section Incharges of this department are directed to follow the instruction contained in the above O.M. strictly.


(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 Mahal, 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.)

Estt. / 6.2.26/16
18/06/14



No.A-13019/1-2012-Admn.I
Government of India
Ministry of Urban Development

Nirman Bhawan, New Delhi
Dated: 4 June, 2014

OFFICE MEMORANDUM

Subject : Adherence to normal working hours in the Ministry and its Attached and Display of Identity Cards,

The undersigned is directed to draw attention to the Government guidelines on Attendance and Punctuality in the Government of India offices. As per the guidelines, the normal hours of attendance in the offices located in Delhi/New Delhi are as follows :

- (a) Ministries and Departments From 9.00 am to 5.30 pm with half an hour Lunch break from 1.00 pm to 1.30 pm.
- (b) Attached/Subordinate Offices From 9.30 am to 6.00 pm with half an hour Lunch break from 1.30 pm to 2.00 pm.

2. All officers/staff in the Ministry of Urban Development and its Attached offices are requested to adhere to the above timings strictly.

3. Further, it is also requested that all officers/staff should invariably display their Identity Cards during the office hours.

Jitender Kumar
(Jitender Kumar)
Under Secretary to the Govt. of India
Tel. No.23061426

To,

All officers and staff in Ministry of Urban Development.

Copy with the request to circulate the same in their offices to :

- (i) DG, CPWD
- (ii) Director, Directorate of Estates
- (iii) Director, Directorate of Planning
- (iv) Land & Development Officer, L&DO

Copy also to : PSO to Secretary(UD)/ PPS & AS(UD)

Jitender Kumar
(Jitender Kumar)
Under Secretary to the Govt. of India
Tel. No.23061426

Controller of Publications, Controller of Stg. is requested to adhere to above direction strictly.

COS / COP Urgent

pl. circulate to all for information

US (PSP-II)