



No.F.1-1/2022-EC/54-113
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
SRI AUROBINDO MARG, NEW DELHI-110016
(ESTABLISHMENT COORDINATION SECTION)

Dated:15.02.2022

Subject: Observation of punctuality – strict adherence of instructions.

The normal hours of attendance for Government of India offices located in Delhi/New Delhi is from 9:00 a.m. to 5:30 p.m. with half an hour lunch break from 1:00 p.m. to 1:30 p.m.

It is observed that some officials do not adhere to the office timings (9.00 a.m. to 5:30 p.m. with lunch break from 1.00 p.m. to 1:30 p.m.) and report in the office late and leave early. This not only affects office work adversely but also violates Rule 3(1)(ii) of Central Civil Service (Conduct) Rules 1964.

Therefore, it is reiterated that all the officers/officials must strictly adhere to the office timings and also devote their full attention to the tasks assigned to them. It is impressed upon all the Heads of the Departments and Branch Officers in the Council to convey these instructions to officials working under their control **for strict compliance.**

This issues with the approval of Competent Authority.

1. Joint Director, CIET.
2. Dean (A), NCERT.
3. Heads of the Departments/Units/Cells of NIE.
4. All Deputy/Under Secretaries including CIET/VSO, NCERT.
5. Administrative Officer, Publication Department, NCERT.
6. All Branch officers/ Sections in the Council Hqrs.
7. P.S. to Director, NCERT.
8. P.S. to Joint Director, NCERT.
9. P.S. to Secretary, NCERT.
10. Notice Boards.
11. Head, DICT for uploading it on the website of the Council.

Usha Kapur
(Usha Kapur)
Under Secretary

Share with all staff members -
Arun
16/2/2022

539/DICT
16/2/2022