

IMMEDIATE

No. 16-<sup>46</sup>~~32~~/2014-O&M  
Government of India  
Department of Telecommunications

Sanchar Bhawan, New Delhi  
Dated: 12<sup>th</sup> June, 2014

OFFICE ORDER

Subject: Observance of punctuality in office.

It has been observed that the instructions regarding observance of punctuality in office, particularly in the section and Stenographers and other employees posted with officers, are not being followed strictly.

2. The office timings in the Central Government offices including Department of Telecom are 9:00 a.m. to 5:30 p.m. Therefore, every employee is expected to be in his/her seat and to start work at the prescribed office hours. Persons reaching office within ten minutes of the opening hours are nevertheless late. Such late coming may be condoned, unless it becomes a matter of frequent recurrence.

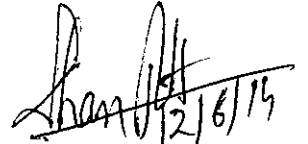
3. Every employee should make entry in the attendance register clearly with his/her initials at the time of arrival and departure duly noting the time in ink. The register should be initiated at the bottom by the Section officer and his /her absence, by the senior most Assistant present, in token of scrutiny. The Register should be sent to the Branch Officer at 9:10 a.m. Any person arriving thereafter should record his/her attendance in the Branch officer's room only.

4. Half a day's casual leave should be debited to the casual leave account of a Government servant for each late attendance up to an hour for not more than two occasions in a month, if this is due to unavoidable reasons. Suitable disciplinary action may be taken against the Government servant concerned in addition to debiting half a day's casual leave of the Government servant, if he/she is a persistent/habitual latecomer. A list of such habitual latecomers may be prepared and sent to the respective Administration/Estt. Division for taking appropriate action against such erring employees.

5. All the Divisional Heads are further requested to conduct surprise checks at least twice a month and a report thereon may be sent to O&M Section by 10<sup>th</sup> of every month.

In addition surprise inspection may also be carried out by the inspection team formed by the O&M Unit of the Department of Telecom, periodically.

6. All officers and staff members are therefore requested to observe punctuality of the highest order. All concerned are requested to follow these instructions with immediate effect.



(D.P. Singh)

Deputy Secretary to the Govt. of India

Tel: 23036225

To

1. Divisional Heads (By name)
2. All officers/Sections in the Department of Telecom, Sanchar Bhawan, New Delhi-110001

Copy for information to:

1. Sr. PPS to Secretary(T)
2. PPS to Member(F)/ M(S)/ M(T)
3. PPS to AS(T)

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