

No.F.1-1/2021-EC/438-497  
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING  
SRI AUROBINDO MARG, NEW DELHI-110016  
**(ESTABLISHMENT COORDINATION SECTION)**

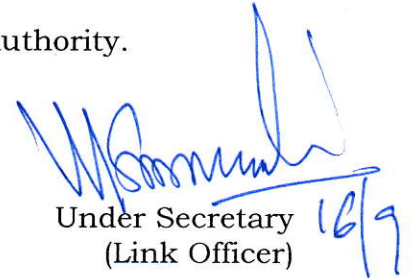
Dated: 16<sup>th</sup>.09.2021

Sub: Observation of punctuality- strict adherence of instructions.

It has been 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 Central Civil Services (Conduct) Rules.

Therefore, it is hereby reiterated that all the officers/officials should 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.

  
Under Secretary (Link Officer) 16/9

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