

फा.सं. 1-3/2021-ई.सी. (खंड I) 7653-7713
राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद
श्री अरविंद मार्ग, नई दिल्ली -110016
(स्थापना समन्वय अनुभाग)

दिनांक : 08.11.2021

परिपत्र

विषय : Observance of punctuality regarding.

उपरोक्त विषय पर Under Secretary to the Govt. of India, Ministry of Education, Department of Higher Education, Shastri Bhawan, New Delhi से प्राप्त पत्र संख्या A.44011/05/2020-E.IV दिनांक 28.10.2021 की प्रतिलिपि संलग्नको सहित सूचना एवं सख्त अनुपालन हेतु ई-ऑफिस (KMS) एवं ई-मेल द्वारा परिचालित की जा रही है।

यह सक्षम अधिकारी के अनुमोदन से जारी किया जा रहा है।


8/11/21
(रजनी चेल)
अवर सचिव

संलग्नक: उपरोक्तानुसार

1. संयुक्त निदेशक, सी.आई.ई.टी.।
2. संयुक्त निदेशक, पी.एस.एस.सी.आई.वी.ई., श्यामला हिल भोपाल।
3. डीन, अकादमिक एन.सी.ई.आर.टी.।
4. एन.आई.ई. के सभी विभागों के अध्यक्ष।
5. प्राचार्य, क्षेत्रीय शिक्षा संस्थान, अजमेर/भोपाल/भुवनेश्वर/मैसूर/शिलांग।
6. मुख्य लेखाधिकारी, एन.सी.ई.आर.टी.।
7. सभी उपसचिव/अवर सचिव, एन.सी.ई.आर.टी.।
8. एन.आई.ई. के सभी अनुभाग/प्रकोष्ठ।
9. प्रशासनिक अधिकारी, प्रकाशन विभाग, एन.सी.ई.आर.टी.।
10. निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
11. संयुक्त निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
12. सचिव, एन.सी.ई.आर.टी. के निजी सहायक।
13. विभागाध्यक्ष, डी.आई.सी.टी., सी.आई.ई.टी. – परिषद की वेबसाइट पर अपलोड करने हेतु।

F.No.A.44011/05/2020-E.IV
 भारत सरकार/ Government of India
 शिक्षा मंत्रालय/ Ministry of Education
 (उच्चतर शिक्षा विभाग)/ (Department of Higher Education)



Shastri Bhavan, New Delhi,
 Dated 28 October, 2021.

Office Memorandum

Subject: Observance of punctuality regarding.

The undersigned is directed to refer to subject mentioned above and to say that instructions are in place and issued from time to time with regard to the need to observe punctuality by Government servants.

2. As per extant instructions contained in DoP&T O.M.No.28034/8/75-Estt.(A), dated 04.07.1975, No.28034/10/75-Estt.A, dated 27.08.1975 and No.28034/3/82-Estt.-A, dated 05.03.1982, half-a-day Casual Leave shall be debited for each day of late attendance but late attendance up to an hour on not more than two occasion in a month and for justifiable reasons may be condoned by the Competent Authority. In addition to debiting Casual Leave or Earned Leave (when no CL is available), disciplinary action may also be taken against Government servant who are habitually late. Early leaving will also be treated in the same manner as late coming.

3. In this connection attention is also invited to Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels.

4. The normal hours of attendance for Government of India officers 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.

5. All Officers/Officials are, therefore requested to scrupulously follow the Office timings and observe punctuality.



Dy.No. 29/10/21
29/10/21

JS/c

Ratnesh Kumar Gupta
 (Ratnesh Kumar Gupta)
 Under Secretary

To,

DSCC
All AAs
All OMs

29/10/21
29/10/21

29/10/21
29/10/21
29/10/21



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- I. PS to Hon'ble EM/PS to Hon'ble MoS(AD)/Office of Hon'ble MoS(SS)/Office of Hon'ble MoS(RRS).
 - II. PPS to Secretary (HE)/PPS to Secretary (SE&L).
 - III. All Bureau Heads of Ministry of Education. All Bureau Heads of Ministry of Education.
 - IV. All Officers/Officials of Ministry of Education for strict compliance [Through e.Office].
 - V. All Notice Board.
 - VI. CMIS/NIC for uploading the communication on e.Office portal.
 - VII. SO (E.I/E.II/E.III)/Vigilance for appropriate action.

Observance on punctuality, regarding.

From : Vipin Kumar <jscord-education@nic.in>

Thu, Oct 28, 2021 06:25 PM

Subject : Observance on punctuality, regarding.

1 attachment

To : nbb admin <nbb.admin@gmail.com>, Manoj Ahuja <chmn-cbse@nic.in>, directorctsadelhi@gmail.com, cm@nios.ac.in, cp@ncte-india.org, kvs commissioner <kvs.commissioner@gmail.com>, Vinayak Garg <commissioner.nvs@gov.in>, Nidhi Panday <commissioner-kvs@gov.in>, ms@ncte-india.org, commissionernvs@yahoo.com, Sridhar Srivastava <director.ncert@nic.in>, Santosh sarangi <assel-education@gov.in>, Santosh sarangi <santosh.sarangi@nic.in>

Cc : nbb admin <nbb.admin@gmail.com>, Manoj Ahuja <chmn-cbse@nic.in>, directorctsadelhi@gmail.com, cm@nios.ac.in, cp@ncte-india.org, kvs commissioner <kvs.commissioner@gmail.com>, Vinayak Garg <commissioner.nvs@gov.in>, Nidhi Panday <commissioner-kvs@gov.in>, ms@ncte-india.org, commissionernvs@yahoo.com, Sridhar Srivastava <director.ncert@nic.in>, sankha roy <sankha.roy@nic.in>

Madam / Sir,

Please find attached this Ministry's OM No. A.44011/05/2020-E.IV dated 28.10.2021 on the subject mentioned above, contents of which are self explanatory, for information and necessary action please.

Regards,

O/o JS (AE & Coord)
DoSEL
MoE

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Azadi Ka
Amrit Mahotsav

 **OM on Punctuality .pdf**
462 KB
