



Central Pollution Control Board
(Ministry of Environment, Forest & Climate Change, Govt. of India)
Parivesh Bhawan, East Arjun Nagar,
Delhi – 110032.

No.C-35011/01/2012-Admn.(P)/804

the 26th October, 2020

CIRCULAR

It has been observed that employees of Central Pollution Control Board are not adhering to the Office timings. Very often they come late in the morning & leave early in the evening. Such kind of act on their part deteriorates the office decorum.

02. Though due to COVID-19 pandemic, Biometric Finger Print Access Control System is not in operation. However, attendance is to be marked in attendance register being maintain by respective Divisional Heads. All the Divisional Heads are, therefore, advised to instruct their subordinates working under them to maintain punctuality in office timings. They are also advised to monitor the attendance of their subordinates & take suitable action. In case of persisting non-compliance by the employee, a report may be submitted to Administration (Pers.) Division for taking suitable necessary action.

03. The Office timings are **9:30 AM to 6:00 PM** with lunch break from **1:30 PM to 2:00 PM**, which need to be adhered to.

04. This is being issued with the approval of the Competent Authority, Central Board.

(Sunil Kumar Anand)
Administrative Officer (P)

To,

1. All the Divisional Heads, : With a request to circulate it among the
H.O., Delhi employees working under them.
2. D.H. I.T. : With a request to upload it on CPCB
website.
3. All Notice Boards at : For information and compliance by the
Parivesh Bhawan employees