



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

No. AD-21/4/2021-ADMIN(P)

Dated: 26.06.2024

CIRCULAR

Subject: Instructions regarding strict compliance of office timings.

Instructions have been issued from time to time to observe punctuality by all employees of the Central Pollution Control Board. However, it has been observed that despite of clear instructions, employees are not strictly adhering to the office timings by coming late and leaving early on a regular basis.

2. Non-adherence of office timings by several employees has been taken seriously by the Competent Authority of this Board. All employees are hereby directed to follow the instructions as under:

- i. Every employee should reach office at 09.30 AM and stay in office till 06.00 PM with a lunch break of half an hour from 01.30 pm to 02.00 pm and short tea break of 15 minutes between 11:00-11:30 in morning and between 04:00-04:30 in evening. They should adhere to the timings of Lunch/Tea break.
- ii. Every employee should wear their official Identity Cards at Office during office hours and must be available at their respective seats while in office.
- iii. Every employee is required to mark their presence in the Bio Metric Attendance Machine at the arrival and departure from the office, however, if their credentials are not yet registered in bio-metric machine, they may contact to Admin.(P) Division for the same.
- iv. All Divisional Heads should instruct their subordinate staff to maintain punctuality, discipline and office decorum in the Office. Non-adherence of instruction will attract initiation of action under the relevant rules against the defaulting officials.

03. Attention is once again invited towards Rule 3(1) (ii) of CCS (Conduct) Rule, 1964, which stipulates that every Government Servant shall at all-time maintain devotion to duty. Habitual late attendance or short working hours is viewed as conduct of unbecoming of a Government Servant. Early leaving is also treated in the same manner as late coming. It is also added that punctuality in attendance is to be observed by the employees at all levels.

04. As per extent rules, half-a-day's Casual Leave (CL) will be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions 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 initiated against the employee coming to office habitually late as it amounts to 'misconduct' under the CCS (Conduct) Rules, 1964. A list of such habitual latecomers will be prepared by Admin.(P) Division and sent to the competent authority for taking appropriate action against such erring employees.

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05. Accordingly, all employees of this Board (including outsourced and project basis etc.) are once again directed and cautioned to adhere to the punctuality/office timings. It may also be ensured to mark the attendance in Biometric Attendance System. If any employee comes office late after the stipulated time, he/she will have to apply for half-day leave, if due and admissible. It is reiterated that these directions are to be complied strictly otherwise necessary action, as per extant rules, including deduction of leave for every late coming, shall be taken against the defaulters.

06. This issues with approval of the Competent Authority of Central Pollution Control Board.

(Hindi version will follow)

(Kaushalya Sharma)
Administrative Officer (P)

To,

1. All employees (including contractual and project basis etc.) of this Board.
2. All DHs/RDs and Project Office, Agra requesting to ensure that the staff (including contractual and project basis etc.) working under their administrative control complies the above directions strictly.
3. The DH, I.T. Division for uploading this circular on the website of the Board for wide circulation.
4. All Notice Boards.
5. Canteen Manager for adhering strictly the timing of Lunch/Tea break.

Copy for kind information to:

1. PS to The MS
2. PS to The CCB

(Kaushalya Sharma)
Administrative Officer (P)