



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

dated: 06th May, 2024

CIRCULAR

Sub: Punctuality and Decorum in Office premises.

Kindly refer communication of even number dated 25.01.2024 on the subject regarding observance of punctuality in office.

02. It has been observed by the Member Secretary, CPCB, on 03/5/2024 that a large number of Officers/Official of CPCB are not adhering the office timings. Punctuality and proper office decorum in office shall be maintained. The officials/officers of CPCB are the 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. They should adhere to the timings of Tea/Lunch 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 specific rules against the defaulting officials.

03. All the Officers and staff members are hereby instructed to observe punctuality and follow the above instructions scrupulously to avoid any action against them.

04. This issues with the approval of Competent Authority, Central Board.

(Kaushalya Sharma)
Administrative Officer (P)

To,

1. All DHs & RDs : To ensure the above in respective Divisions / Regional Directorate, pl.
2. All Notice Boards

Copy to :

1. PS to MS for kind information of MS please
2. PS to CCB for kind information of CCB please