

## GOVERNMENT OF INDIA DEPARTMENT OF PUBLICATION

(Ministry of Urban Development) CIVIL LINES, DELHI – 110 054.

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TEL.: 2381 7823 / 9689 Fax: 2381 7846.

No. Estt./Circular/2014

Date 18-06-2014

## **CIRCULAR**

A copy of Ministry of Urban Development's Office Memorandum No. A-13019/2/2012-Admn-I, June 4<sup>th</sup>, 2014 is enclosed herewith.

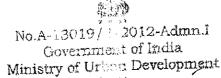
All Branch Officers/Section Incharges of this department are directed to follow the instruction contained in the above O.M. strictly.

(D.Chandra)
Asstt. Controller (Admn.)

## Copy to

- 1. P.A. to J.S. & C.P.
- 2. P.A. to A.C.(A)
- 3. P.A. to A.C (B)
- 4. P.A. to F.O.
- 5. All Section incharges
- 6. S.O. Kitab Mahal, Estate Emporia Building, Baba Khareg Singh Marg, New Delhi.
- 7. Sale Counter, Delhi High Court.
- 8. Hindi Section for Hindi version.
- 9. E-Gazette Section for uploading on this Department's website.
- 10. Notice Board.
- 11. Guard File.

Asstt. Controller (Admn.)



Nirman Bhawan, New Delhi Dated: 4 June, 2014

## OFFICE MI ORANDUM

Subject: Adherence to normal working hours in the Ministry and its Attached and Display of Identity Cards

The undersigned is directed to draw attention to the Government guidelines on Attendance and Punctuality in the Government of India offices. As per the guidelines, the normal hours of attendance in the offices located in Delhi/New Alhi are as follows:

Ministries and Departments (a)

From 9.00 am to 5.30 pm with half an hour Lunch break from 1.00 pm to 1.30 pm.

Attached/Subordinate Offices (b)

From 9.30 am to 6.90 pm with half an hour Lunch break from 1.30 pm to 2.00 pm.

and its Attached offices are All officers/staff in the Mit stry of requested to adhere to the above timings stric-

Further, it is also requested that all our persistant should invariably display their identity سيع ملسلول Cards during the office hours.

(Jitender Kumar) Under Secretary to the Govt, of India Tel. No.23061426

To,

All officers and staff in Ministry of Urban Development.

Copy with the request to circulate the same in their effices to:

DG, CPWD (i)

Director, Directorate of Estates (ii)

Director, Directorate of Princing (iii)

Land & Development Officer, Land (iv)

Copy also to : PSO to Secretary(UD)/ PPS : AS(UD)

(Jitender Kumar) Under Secretary to the Govt. of India Tel. No.23061426

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