

IMMEDIATE

No.20/14/2012-Admn
Government of India
Ministry of Water Resources

Shram Shakti Bhavan, Rafi Marg,
New Delhi, dated 26th May, 2014

OFFICE MEMORANDUM

Subject: Maintenance of Punctuality in Office.

It has been observed that punctuality in office has not been maintained by Officers/Staff Members of the Ministry despite the consolidated instructions contained in DoPT's OM No. 13026/3/2012-Estt. (Leave) dated 28.3.2012 and Circulars issued from time to time. This has resulted in non-availability of officers/staff when their presence is required by Senior Officers in the urgent matters.

2. All officers/staff members are, therefore, hereby advised to strictly adhere to punctuality in office, both in arrival and departure times.


(Khatchin Langel)
Director (Admn)

To,

1. All Officers/Sections/Units of Ministry of Water Resources
2. Notice Board/NIC/Cell, MoWR

Copy to:

1. All Wing Heads
2. Sr. PPS to Secretary (WR)
3. PPS to Addl. Secretary (WR)