

**Copy of Punjab Government Circular letter No. 9676-8GS-62/23655, dated 19th July, 1962 from the Chief Secretary to Government Punjab to all Heads of Departments, etc., etc.**

**Subject :—Observance of punctuality in office-attendance.**

I am directed to say that it has come to the notice of Government that officers serving in non-judicial or executive courts do not observe the office timings laid down by the Government in as much as they usually come late in the morning, observe a break for lunch sometimes for 2 or 3 hours and sit late after office hours, thereby causing unnecessary harassment and inconvenience to the litigants and the bar. This casts a poor reflection on the officers and also brings a bad name to the administration. I am, therefore, to request you to point this out to all the officers concerned and to look into the matter personally to ensure punctual attendance of the officers in future.

2. The receipt of this communications may kindly be acknowledged.