

Copy of circular letter No. 1946-8GS-63/6399, dated the 16th February, 1963 from Shri Saroop Krishan, I.C.S. Financial Commissioner Planning and Additional Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

*Subject :—* Observance of punctuality in keeping appointments.

I am directed to say that it has been brought to the notice of the Government that some district officers particularly of the Revenue irrigation and police Departments arrange appointments with members of the public at outstations but later cancel their programme and do not keep the appointments or reach the place of appointments with delay. This results in great inconveniences and disappointment to the public and is open to objection. It is, therefore, requested that all officers under your control should be instructed to take particular care and to keep such appointments, and in case it becomes absolutely necessary for administrative reason to cancel the appointments/programmes, information should be sent to the persons concerned at least 12 hours in advance. I am to add that contravention of these instructions will be viewed very seriously by the Government.

2. The receipt of this communication may please be acknowledged,