

No. 27/8/88-4GSII

From

The Chief Secretary to Government, Haryana

To

(1) All Heads of Departments, Commissioners Ambala & Hissar Divisions, all Deputy Commissioners and Sub Divisional Officers (C) in Haryana.

(2) The Registrar, Punjab and Haryana High Court and all District & Sessions Judges, in Haryana.

Dated Chandigarh the 6th September, 1988.

Subject : Punctuality in Government Offices.

Sir,

I am directed to address you on the subject noted above and to say that the availability of two weekly holidays of Saturday and Sunday tends the Government employees to apply for station leave during the holidays to enable them to attend to house hold affairs. While there is no limitation on the number of such outstation visits, tendency to leave early and arrive late on the working days preceding/succeeding the days of station leave causes lot of inconvenience to the public and consequential embarrassment to Government. To observe discipline in offices I am desired to request you to please ensure strict punctuality on the part of Government employees in attending offices and to see that no employee comes late to office or leaves early on working days unless there are sufficient reasons and proper permission/short leave has been obtained, in advance. Further senior and supervisory officers may also be advised to set an example for their subordinates as they have to exercise effective check in this behalf.

2. These instructions may please be brought to the notice of all the Government employees under your control for strict compliance.

3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary, General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded to all the Financial Commissioners/Commissioners and Administrative Secretaries to Government, Haryana for information and compliance.

Sd/-

Joint Secretary, General Administration,
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners/Commissioners and
Administrative Secretaries to Govt., Haryana.

U.O. No. 27/8/88-4GSII

dated Chandigarh, the 6.9.1988.