

Issued →

No.A-25011/01/2019-Admn. I & II
Government of India/Bharat Sarkar
Ministry of Health & Family Welfare
Directorate General of Health Services
(Administration-I & II Section)

Nirman Bhawan, New Delhi
Dated the 12th March, 2019.

CIRCULAR

Subject:- Observance of punctuality in Office.

Of late it has been observed that some of the staff members of this Directorate are not maintaining punctuality during the office hours. It has been noted that a number of staffs are loitering here and there without any work and overstay during lunch break. This has been viewed seriously by the Senior Officers. In this connection attention is invited to Rule 3(1) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Such conduct of the habitual offenders shall be viewed as a conduct "unbecoming to a Govt. servant" and disciplinary action may be initiated against such employees.

2. In view of the above the Section In-charge of this Directorate are directed to follow the above mentioned instructions and to brief their subordinates for avoiding any such casual approach in the office. If any employee of the Section is found violating the norms regarding punctuality in attendance, discipline and decorum of the office, suitable action will be initiated. Senior Officers of this Directorate are also requested to conduct surprise checks from time to time.

Jitender →
(Jitender Singh)
Dy. Director (Admn.)

To:

All Officers and staff of Dte.GHS

Copy for information to:

i.PPS to DGHS

ii. Notice Board/Web site of Dte GHS.