



No.F.1-1/2022-EC/762-825

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
SRI AUROBINDO MARG, NEW DELHI-110016
(ESTABLISHMENT COORDINATION SECTION)

Dated: 17.11.2023



Subject: Observation of Punctuality and judicious use of electricity by all staff of NCERT-regarding.

The normal hours of attendance for Government of India offices located in Delhi/New Delhi is from 9:00 a.m. to 5:30 p.m. with half an hour lunch break from 1:00 p.m. to 1:30 p.m.

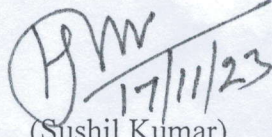
It is observed that even after the issuance of above mentioned circular some officials do not adhere to the office timings (9.00 a.m. to 5:30 p.m. with lunch break from 1.00 p.m. to 1:30 p.m.) and report to work in the office late and leave early. This not only affects office work adversely but also violates Rule 3(1)(ii) of Central Civil Service (Conduct) Rules 1964.

Therefore, it is reiterated that all the officers/officials must strictly adhere to the office timings and also devote their full attention to the tasks assigned to them. It is impressed upon all the Heads of the Departments and Heads of Administrative Verticals including Accounts Branch in the Council to convey these instructions to officials/staff (Regular and Contractual) working under their control for strict compliance.

Further, all HoDs/HoAVs and other In-charge officers of different cells/units are also requested to ensure judicious use of electricity in their respective departments/sections/cells/offices and **ensure that all electric switches/points available surroundings to your workplace must be kept in off-mode** while the concerned Officer/Faculty/Contractual Staff are required to leave the room/workplace to attend any official engagement or any other work as **“ the power is a national resource and saving energy is a national duty of all concerned”** .

Hindi version will follow.

This issues with the approval of Competent Authority.


(Sushil Kumar)
Under Secretary

Copy to:

1. Joint Director, CIET.
2. Dean (A), NCERT.
3. Heads of the Departments/Units/Cells of NIE.
4. All Deputy/Under Secretaries including CIET/VSO, NCERT.
5. VSO, NCERT with the direction to depute team for random checking of the Offices to ensure strict compliance of the direction referred above.
6. Administrative Officer, Publication Department, NCERT.
7. All Branch officers/ Sections in the Council Hqrs.
8. P.S. to Director, NCERT.
9. P.S. to Joint Director, NCERT.
10. P.S. to Secretary, NCERT.
11. Notice Boards.
12. Head, DICT for uploading it on the website of the Council.

Please approve
[Signature]
20/11/23

JD CIET

[Signature]
25/11/23
5.12.2023
[Signature]