

**BUREAU OF INDIAN STANDARDS**  
**(DDGA Secretariat)**

**CIRCULAR**

Subject: **Punctuality in office - reg.**


It has been observed during the visit of DG: BIS at Manakalaya Building on 17 March 2022 and even after issuing of instructions from time to time for maintaining punctuality in attendance, some employees including contractual persons of BIS are not adhering to the office timings.

2. With regard to punctuality in attendance, the instructions issued by DoPT vide Office Memorandum No. 11013/9/2014-Estt (A-III) dated 21 November 2014 were circulated to all offices of BIS vide circular No. BIS/HQ/ADMN/Circular (2)/2015 dated 15 January 2015 for strict compliance.

3. DoPT has, further, issued instructions vide their Office Memorandum No.11013/9/2014-Estt.A-III dated 22 June 2015 with regard to punctuality. The pare 3 of the said Office Memorandum is reproduced below:

*"In this connection attention is invited to Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which stipulates that that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels".*

4. All DDGs, Heads of the Branch Offices/Labs/NITS and all Heads of Departments at HQ are requested to ensure punctuality in attendance in their respective offices / departments/ sections and strict compliance of above mentioned instruction issued by DoPT. It is also requested to ensure that lunch timings are strictly adhered by the officers and staff under their control.

  
[Lt. Col. Kumar Shantanu (Retired)]  
Dy. Director General (Administration)

Ref : ADMN/01/04/2022  
Date: 17 March 2022

**Circulated to: All Departments at HQs/ROs/BOs/Labs/NITS through BIS internet.**