

भा.मा.ब्यूरो मुख्या./प्रशा./परिपत्र (09)/2024

BIS HQ/ADMN/Circular (09)/2024

दिनांक: 27 फरवरी 2024

Date: 27 February 2024

भारतीय मानक ब्यूरो/Bureau of Indian Standards
(प्रशासन विभाग/Administration Department)

परिपत्र/Circular

Subject: Punctuality in Office – reg.

It has been observed during the visit of DG:BIS at Manakalaya and Manak Bhavan on 26 Feb 2024 at around 9:30 a.m; that most of employees including contractual persons are not are adhering to office timings. DG:BIS has taken a very serious view of the same.

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 Jan 2015 and BISHQ/ADMN/Circular (97)/2022 dated 11 Nov 2022 for strict compliance (copy enclosed)

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 para 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 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 HQs are requested to ensure punctuality in attendance in their respective offices/departments/sections and strict compliance of above mentioned instructions issued by DoPT. It is also requested to ensure that lunch timings are strictly adhered by the officers and staff including contractual staff, under their control.

Encl: as above



(Lt. Col (Retd.) Kumar Shantanu)
Dy. Director General (Administration)

Our Ref: ADMN/01/04/2022

Circulated to: All departments at HQs/ROs/BOs/Labs/NITS through BIS Intranet.

Copy to: PS to DG:BIS – for kind information, please.