

Most-Urgent | By mail

Government of India
Ministry of Housing and Urban Affairs
Directorate of Printing
A-II section.

Nirman Bhawan, New Delhi
Dated: 26th/05/2019


OFFICE MEMORANDUM

Subject: Observance of punctuality in Government India Presses/Govt. of India Text book Presses -reg. ^{ob}

It has been observed that some of the employees of GIPs/GITBPs including P. Managers/OIC/AM(A)/AM(T) are not properly adhering to Government Rules/Orders/instructions related to observance of punctuality. It has also been observed that officers and employees sometimes leave the station without prior permission of the Competent Authority.

2. All the employees including P. Manager/OIC/AM(A)/AM(T)/ DM are therefore directed to be punctual in attending office and to invariably mark their attendance in BAS portal regularly. It is also necessary for all officers/employees working in the presses to obtain prior permission before leaving the station from the Competent Authority. Non adherence to observe the government rules/orders/instructions in this regard may lead to reflection of the same in their APARs and also make them liable to disciplinary action as per CCS (Conduct Rules), 1964.

3. Needless to stress that Rule 3(1)(ii) of CCS (Conduct Rules), 1964 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.


(A.K. Bansal)
Director (Ptg.)

To

P. Manager/OIC of All GIPs and GITBPs i.e.
(GIP Minto road, GIP Ring Road, GIP Santragachi, GIP Temple Street, GIP Nashik, Koratty, GIP Coimbatore, GITBP Bhubaneswar, GITBP Chandigarh, GITBP Mysore, Rashtrapati Bahwan,)

✓ AD - CON - for uploading on website of DoP.

Done