

पं. सुं. श. केन्द्रीय व्यावसायिक शिक्षा संस्थान, श्यामला हिल्स, भोपाल – 462 002  
PSS Central Institute of Vocational Education, Shyamla Hills, Bhopal – 462 002

फ.सं 7-22/2024/PSSCIVE/702

दिनांक: 15.10.2024

परिपत्र

It has come to the notice that long tea breaks are being observed daily by lot of staff members including PAC/PAB contractual employees. This unofficial break during office working hours impacts overall productivity and smooth functioning of official work. The Competent Authority has viewed this very seriously as there is no Orders/Guidelines regarding the tea break taken by the officers/staff.

Hence, the Competent Authority has strictly ordered that tea breaks will no longer be observed during office hours. If any staff member wants to leave the campus or take any break due to specific circumstances, prior approval must be obtained from the concerned Head of Deptt./Section In-charge. All Head of Deptts./Section in-charges are also requested to convey the above instructions to all officials working under their control for strict compliance.

This issues with the approval of the Competent Authority.

  
Under Secretary

Copy to:

1. All Head of Deptts./Faculty/Staff
2. Sr. Accounts Officer
3. PS to JD
4. Notice Board