



पं. सुं. श. केन्द्रीय व्यावसायिक शिक्षा संस्थान, श्यामला हिल्स, भोपाल – 462 002  
PSS Central Institute of Vocational Education, Shyamla Hills, Bhopal – 462 002  
(राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद)  
(National Council of Educational Research and Training)

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Dated: 23.12.2024

परिपत्र

**Subject: Observance of punctuality: Reg.**

Instructions have been issued from time to time with regard to the need to observe punctuality. Normal office hours of attendance, on all working days are 9:00 a.m. to 5:30 p.m. with lunch break 1:00 p.m. to 1:30 p.m. Ten minutes grace may be allowed in respect of arrival time to cover any unforeseen contingencies. However, it is observed that few members of the staff are not maintaining punctuality while coming to the office, overstay lunch break and leave the office before the stipulated time. A serious view has been taken about such lapses on the part of the employees. Responsibility for ensuring punctuality in respect of their employee's rests with respective Section In-charges/Head of Deptts.

In this connection, attention is also 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.

In view of the above all staff members of the Institute, Section In-charges, Head of Deptts. are requested to ensure punctuality and it has also been decided that as per prevailing instructions w.e.f. 01.01.2025, half-a-day's CL will be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. Early leaving is also to be treated in the same manner as late coming. In addition to debiting CL (or EL when no CL is available), disciplinary action may also be initiated against those employees coming to office habitually late as it amounts to 'misconduct' under the CCS (Conduct) Rules, 1964.

Above instructions issued with the approval of the competent authority for strict compliance of all staff members of the Institute.

  
अवर सचिव

Copy to:

All Head of Deptts./Section In-charges with a request that above instructions may be brought to the notice of all staff members (Regular/Contractual) working in their respective Section/Deptts.

PS to JD, PSSCIVE Bhopal

All Notice Boards