



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS

सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क गृह, विलिंग्डन आइलैंड, कोच्चिन
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

Sevottam Compliant



An IS 15700 certified Custom House

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मि.सं.सतर्कता/विविध/06/2019-सी.
F.No.Vig./Misc./06/2019-Cus.

दिनांक जुलाई 2019.
dated 22 July 2019.

सतर्कता स्थायी आदेश सं. VIGILANCE STANDING ORDER No. 5 /2019

Subject: Maintenance of punctuality in attendance by officers at all levels.

Whereas the Department of Personnel & Training (DoP&T) had vide Office Memoranda No. 13/4/85-JCA dated 21.05.1985 and No. 13/11/86-JCA dated 07.11.1986 stipulated that administrative offices of Central Government Offices outside New Delhi shall observe an eight hours working day, (inclusive of an obligatory half an hour lunch break), with a total of forty hours per week.

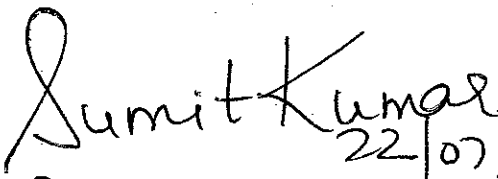
2. Whereas in the light of the above instructions, it is reiterated that the working hours of all the administrative offices within the jurisdiction of this Custom House shall be from 09.00 AM to 05.30 PM. All officers shall strictly comply with the same. There shall be a lunch break of half an hour between 1.00 PM and 1.30 PM.

3. It is reminded that punctuality in attendance being an essential attribute of discipline and discipline being a basic norm of administration, no laxity in this regard can be allowed. Officers at all levels are therefore cautioned against late arrival and early departure from office. Officers are also warned that by virtue of FR 17-A, unauthorised absence from duty shall be deemed an interruption or break in service of the employee.

4. Belated attendance, early departures and unauthorised absence shall be deemed as conduct unbecoming of a Government servant, which is reflective of deficiency in devotion to duty. Instances of such conduct, if noticed, would be strictly dealt with and officers practising such conduct shall be liable to be proceeded against under the provisions of the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

5. Section heads shall conduct period checks in this regard and non-compliance with these instructions shall be forthwith reported. Vigilance unit shall also conduct surprise checks in this regard.

6. Hindi version follows.


22/07/19

(सुमित कुमार SUMIT KUMAR)

सीमाशुल्क आयुक्त

COMMISSIONER OF CUSTOMS

To

All JCs/DCs/ACs/ All Sections.

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3. Supdt. of Customs (EDI) - for publishing in website of Cochin Customs

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