

**National Bal Bhavan
Kotla Road, New Delhi**

7(17)-1/NBB/Circular/2020 (Vol-II)/248

Dated: 12.05.2022

OFFICE MEMORANDUM

Sub: Punctuality in attendance

Punctuality is a wonderful trait of a person which is admired & respected. Observance of punctuality at the work place is more important because it is here that one gets paid for the hours he/she puts in.

Staff/Officers are expected to be in seat & to start work by 9:00 A.M. Half a day casual leave is to be deducted from the employees casual leave account for each days late attendance. NBB's Office timings are 9:00 A.M to 5:30 P.M with half an hour lunch break from 1:00 to 1:30 P.M.

As per Rule 3(1)(ii) of CCS (conduct) Rules, 1964, Govt. servant shall at all times devotion to duty failing which disciplinary action is to be initiated against employee who is habitual late comer.

You may be aware that after a gap of 02 years, Summer Fiesta 2022 is scheduled to be held at NBB during 20 May to 23 June, 2022. All officials including Activity Instructors are requested to follow punctuality, strictly.


(Mukesh Gupta)
Deputy Director (Admn.)

Copy to:

1. PA to Director, NBB
2. Website of National Bal Bhavan
3. All officers/employees of NBB

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