

No.20/14/2012-Admn.

Government of India

Ministry of Water Resources, River Development & Ganga Rejuvenation

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 06<sup>th</sup> August, 2014

Subject: - **Maintaining Punctuality and cleanliness in offices of Ministry of Water Resources, RD & GR and adherence to office timings.**

The Special Drives carried out for cleanliness, weeding of unwanted records and improvement in the overall ambience in all the Offices/Wings of the Ministry has resulted in considerable improvement in the office atmosphere. The improved office atmosphere has certainly added to efficiency of the officers/staff in the Ministry. As such, it is incumbent upon everyone to maintain the pace achieved in this area during special drive.

2. However, it has been noticed that despite various instructions from the Administration Wing, some officers/staff are not adhering to punctuality in office timings. Cabinet Secretariat has informed that the Hon'ble Prime Minister has expressed concern over this matter.

3. All Officers are; therefore, requested to ensure that all out efforts are continued to be made for maintaining cleanliness and punctuality in office timings is strictly maintained by all. In addition, all the officers/staff in the Ministry are advised to apply for any kind of leave and get it sanctioned/recommended well in advance, except in exceptional circumstances, before proceeding on leave.

(NARENDRA SINGH)  
UNDER SECRETARY TO THE GOVT. OF INDIA  
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To,

1. All Wing Heads in the Ministry of Water Resources, RD & GR
2. All Divisional Heads in the Ministry
3. All Sections/Units/Officers in the Ministry of Water Resources, RD & GR for strict compliance of extant instructions on punctuality and adherence to office timings.
4. All Head of Departments in Attached Offices/Subordinate Organisations under M/o Water Resources, RD & GR
5. Notice Board / Guard File

Copy for kind information to:-

1. PPS to Secretary (WR, RD & GR), Ministry of Water Resources.
2. PS to Additional Secretary (WR, RD & GR), Ministry of Water Resources.
3. PS to JS (A), Ministry of Water Resources, RD & GR.
4. PA to Director (A), Ministry of Water Resources, RD & GR.
5. NIC for uploading in Ministry Website.

EIV  
S.P./by No. 1113  
19/8/14