

संख्या/No. 79/12/2007-Adm.I  
भारत सरकार/Government of India  
श्रम एवं रोजगार मंत्रालय/Ministry of Labour & Employment  
श्रम ब्यूरो/Labour Bureau

एस.सी.ओ. 28-31, सेक्टर 17-ए,  
SCO 28-31, Sector 17-A, Chandigarh  
चण्डीगढ़/Chandigarh-160 017  
दिनांक/Dated: 20<sup>th</sup> November, 2008

**CIRCULAR**

It has been noticed with concern that the punctuality and discipline in the Labour Bureau Offices leaves much to be desired. Certain staff members are attending office late, missing from the seats and leave office before closing hours. Also some members resort to drinking of intoxicants and playing cards within the office premises during and beyond office hours which reflects very poorly on the image of the organization. These kind of violations of conduct rules by the Government employees have also been observed critically by the Ministry of Labour & Employment as per their circular dated 05<sup>th</sup> October, 2008.

Director General has taken it very seriously and decided to conduct surprise checks by a team of officers constituted locally, in all offices of Labour Bureau and any one coming late, found absent from their seats or violating conduct rules would be dealt with strictly as per CCS (Conduct) Rules 1964.

Thus, all the officials of Labour Bureau are impressed upon to ensure punctuality and proper discipline during the working hours in office and no staff member shall be absent from their seats for unduly long time without proper permission of seniors. Further, consumption of intoxicating drinks/drugs etc. during the course of duty hours and before & after office hours in public places, is also strictly prohibited. Those found violating the aforesaid provisions, would be liable to the disciplinary action under CCS (Conduct) Rules.

(S.C.Dixit)  
Administrative Officer

1. All Officers/Sections of Labour Bureau, Chandigarh/Shimla/  
Regional Offices.
2. Notice Board