



GOVERNMENT OF KERALA
Public (Services D) Department
CIRCULAR

No. 62250/SD3/75/PD

Dated, Tripundrum, 27th August 1975.

Sub.—Office Procedure—Strict discipline in Government Offices—
Enforcement of—Regarding.

Ref.—Government Circular No. 71785/SD3/75/PD dated 30-7-1975.

In the circular cited, for the provision under the heading "Hours of Attendance" given as quoted from the Manual of Office Procedure (applicable to offices other than the Secretariat) the following shall be substituted, namely:

"Hours of Attendance:—All the members of the establishment are expected to attend office from 10 a. m. to 5 p. m. daily. Office hours should on no account be changed to suit the convenience of individual officers. Superintendents must set an example to others by themselves attending office punctually. An interval of 45 minutes from 1.15 p. m. to 2 p. m. will be allowed for tilna. Peons should, however, attend the office at 9.30 a. m. Muslim Officers who wish to offer jumma prayers will be granted an interval of 2 hours from 12.30 to 2.30 p. m. on Fridays, provided the time so spent is made up, if necessary, outside office hours on the same or other days of the week.

A member of the Office establishment shall not leave the office premises during working hours without the previous permission of the Superintendent of the Section."

ZACHARIA MATHEW,
Special Secretary.

To

- All Heads of Departments and Offices.
- All Departments (all sections) of the Secretariat.
- The Secretary, Kerala public Service Commission (with C. L.)
- The Registrar, High Court, Ernakulam.
- The Registrar, University of Kerala/Calicut/Cochin
- The Registrar, Agriculture University, Trichur.
- The Secretary, Kerala State Electricity Board.
- The General Manager, Kerala State Road Transport Corporation.
- The Advocate General, Ernakulam.
- The Secretary to Governor.
- The Private Secretaries to the Chief Minister and other Ministers.
- The Stenographers to the Chief Secretary and Additional Chief Secretary.