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OFFICE OF THE COMMISSIONER OF CUSTOMS
No.1, WILLIAMS ROAD, CANTONMENT, TRICHY-620 001
Ph: 0431- 2410672 Fax 0431- 2412204

C.No. II/39/10/2016-VIG

Dated:19.02.2016

STANDING ORDER [1/2016-Vig]

Subject: Monitoring of Staff punctuality – Reg.

Kind attention is invited to DoPT's O.M.No. 11013/9/2014-Estt.A-III dated 22.06.2015 and Chief Commissioner's letter C.No.VIII/48/03/2016-CCP dated 04.02.2016 regarding the imperative need to observe punctuality by Government servants.

2. In this connection, attention to Rule 3 (1) (ii) of CCS (Conduct) Rules, 1964 is invited, which insist on that every Government servant at all times maintain devotion to duty. Habitual late attendance will be viewed as misconduct of unbecoming of a Government servant and in such cases disciplinary action may be taken against the Government servant. It is further reiterated that punctuality in attendance is to be observed by Government servants at all levels.

3. Needless to say that it is the bounden duty of every Govt. servant to maintain courteous behavior and attitude towards the fellow staff and trade while performing their duties and the officers should bind themselves to orderly behavior at all times. Officers who are found wanting on any grounds of discipline, integrity or courtesy would be strictly dealt with as per CCS Conduct Rules, 1964.

4. The instructions are issued to help this office deliver the public service at the optimum and maintain the principles envisaged in the CCS Conduct Rules and emphasized in the Citizen's Charter.

Sd/-
(K.C.JOHN)
(COMMISSIONER)

o/c

/Attested/


(V.SIVAKUMAR)
JOINT COMMISSIONER

To
All Dy/Asst.Commr of Customs,Trichy/Cuddalore/Nagai/Ramnad/Tuticorin/AIU.
All sections in Hqrs/All formations in Trichy Customs Commissionerate.

प्रेषित DESPACHED
दिनांक DATED 23/2/16


RECEIVED I.C
प्राप्ति ऐ.ची
DATED: 23-02-16
दिनांक