

No.13/2/2014-JCA-2
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)


.....
North Block, New Delhi,
Dated the 5th November, 2014

OFFICE MEMORANDUM

**Sub.: Posting of Information relating to Working Hours etc. on
"Indian Government Websites."**

To make the general public and concerned stakeholders aware of the office timing in Government Offices, Department of Personnel & Training has posted this information on the Home page of its website www.persmin.nic.in. The matter regarding posting/uploading of "Working Hours" etc. on the Websites of Indian Government has been considered in this Department in order to provide information to the citizens staying/residing abroad who seek Indian Government Websites.

2. All Ministries/Departments are advised to post/upload "Working Hours", Holidays List and Public dealing hours, if any, on the Home Page of their Web-sites. Offices under these Ministries/ Departments who are having their own website may also be advised accordingly.


(Ashok Kumar)
Director (JCA)
☎ 2309 2589

To

1. All Ministries / Departments of the Government of India
2. PMO / Lok Sabha Secretariat/ / Rajya Sabha Secretariat/ President's Secretariat/Vice-President's Secretariat/Cabinet Secretariat/Supreme Court/ High Court/ UPSC/CVC/C&AG/ Central Administrative Tribunal/ Election Commission of India / Minorities Commission/ National Human Rights Commission/Central Information Commission/National Commission for Women/ National Commission for Scheduled Castes/ National Commission for Scheduled Tribes.
3. All Attached/Subordinate Offices of Department of Personnel and Training

Copy to:

- (1) PS to Secretary (P)
- (2) NIC, DoPT, North Block, New Delhi with the request to place this O.M. on the website of the Department (www.persmin.nic.in)

No.13/11/86-JCA
Government of India
Ministry of Personnel, Public
Grievances & Pensions
(Department of Personnel & Training)

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New Delhi, the 7th Nov, 1986.

Subject:- Office timings in administrative offices with the increase of working hours on the basis of the recommendations of the 4th Pay Commission.
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In the light of the 4th Pay Commission's recommendation to the effect that the working hours of the office staff in Government of India should be increased keeping in view the need to maintain and improve the level of productivity and after considering the views of representatives of Central Government employees in this matter, Government has been decided to increase the working hours in the administrative offices of the Government of India from 37½ hour per week to 40 hours per week by increasing daily working hours by 30 minutes.

2. Accordingly, the Central Government administrative offices in Delhi/New Delhi will observe, with effect from 17.11.1986, the following timings, namely.

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| (a) | Ministries/Departments of Govt. of India | 9.00 a.m. to 5.30 P.m.
(with lunch break
from 1.00 to 1.30 p.m.) |
| (b) | All other offices of Govt. of India | 9.30 a.m. to 6.00 p.m.
(with lunch break
from 1.30 to 2.00 p.m.) |

3. In so far as administrative offices outside Delhi/New Delhi are concerned, the Central Government Employees Welfare Coordination Committee (where it exists) on the Heads of office (where such a committee does not exist) would have the option to chose any time between 9.00 a.m. to 10.00 a.m to start their offices, but observe 8½ hours working day (inclusive of an obligatory half-an-hour lunch break) in consultation with the concerned Staff Side representatives. It is to be ensured that all the Central Government offices located at one place should have same office timings.

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