

Kindly intimate the office timing and working days applicable in different field formations (CGST, Customs, Central Excise) / Directorates / Directorate General and offices of CBIC.

Information Sought : If there are different office timing and/or different working days for different formations/Directorates/Directorate General, details thereof may be provided. Kindly provide copies of Departmental/Ministry instructions/circulars issued in regard to office timings/working days in field formations/Directorates/Directorate General and offices of CBIC. The above information may please be provided on my given email ID.

Information Provided:

With reference to the information sought by you in your above mentioned RTI application, the reply in respect of CGST & Central Excise (Jaipur Zone), Jaipur is as under:-

“With reference to office working days and office working hours, please find attached herewith DoPT office Memorandum No. 13/4/85-JCA dated 21.05.1985 and No. 13/11/86-JCA dated 07.11.1986.”

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

.....
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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4. Ministry of Finance etc., may inform immediately all the offices/organisations under their administrative control

Sd/-
(BATA K DEY)
DIRECTOR (JCA)

- To
1. All the Ministries/Departments of the Govt of India
 2. UPSC/CVC/C&AG/Election Commission of Linguistic Minorities/Commissioner for SCs/STs/Backward Classes Commission/Minority Commission/Lok Sabha Sectt./Rajya Sabha Sectt./President's Sectt./Vice President's Sectt./P.M.'s Office/Supreme Court/High Court.
 3. All attached and subordinate offices of the DOP & Training Ministry of Home Affairs.
 4. Secretary, Staff Side, National Council, 13-C Ferozeshah Road, New Delhi, with 10 spare copies.
 5. Staff Side Members of the National Council.
 6. Shri GL Dhar, Secretary Staff Side Departmental Council, DP & AR, T-16 INA Colony, New Delhi, with 50 spare copies for distribution among the members of the Departmental Council.
 7. Chairman/Secretaries, Central Govt. Employees Welfare Coordination Committees.
 8. Shri B.R.Chavan, Joint Secretary, Ministry of Shipping & Transport.
 9. Maj.Gen.RN.Kapoor, Chairman, DTC, I.P.Estate, New Delhi
 10. Secretary, Railway Board, Rail Bhavan, New Delhi.

Copy forwarded to P.I.O., Department of Personnel & Training with the request that the above decision be given wide publicity through All India Radio, all Doordarshan Kendras and News media.

Copy forwarded to all officers and Sections in the Department of Personnel & Training.

Kali Prasad
(KALI PRASAD)

Under Secretary to the Government of India

Most Immediate

No.13/4/85-JCA
Government of India
Department of Personnel & Trg.

S.No.22

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New Delhi, the 21st May, 1985.

Office Memorandum

Subject: Introduction of 5-day week in the administrative offices of the Government of India.

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The Government of India have considered the question of introduction of 5-day week in the administrative offices of the Central Government in the context of improving efficiency in administration. The matter has also been discussed with the Staff Side of the National Council of the JCM. Taking into consideration all aspects of the proposal, the Government of India are pleased to introduce 5-day week in the civil administrative offices of the Government of India with effect from 3rd June, 1985. Such Government offices would now work for 5 days a week from Monday to Friday, with all Saturdays as closed. To make up for the closed Saturdays, the working hours per day during the 5 days of the week when the offices are open will be increased by one hour.

2. Accordingly, it has been decided to have the following office timings in the government offices in Delhi/New Delhi:-


- a) Ministries/Departments of the Government of India From 9.00a.m to 5.00p.m with half an hour lunch break from 1.00p.m to 1.30p.m
- b) All other offices of the Government of India. (Attached & Subordinate offices) From 10.00a.m to 6.00p.m with half an hour lunch break from 1.30p.m to 2.00p.m

3. In so far as administrative offices outside Delhi/New Delhi are concerned, the total working hours would not exceed 7½ hours excluding lunch break, but the office timing may be decided by the Central Government Employees Welfare Co-ordination Committee (where it exists) or by the Head of Office (where such a Committee does not exist) in consultation with the representatives of the employees.

.....2/-

All the Central Government offices located in one place should have the same office timings, either 9.00a.m to 5.00p.m or 10.00a.m to 6.00p.m.

4. All the Ministries/Departments are requested to bring these instructions to the notice of all organisations/offices under their control for information and compliance.



(Bata K. Dey)
Director
Government of India

To

1. All Ministries/Departments of the Government of India.
2. UPSC/CVC/C&AG/Election Commission/Commissioner of Linguistic Minorities/Commissioner for SCs/STs/Backward Classes Commission/Minority Commission/President's Sectt./Vice-President's Sectt./P.M's Office/Supreme Court/High Court.
3. All attached and subordinate offices of the DOP & Training and MHA.
4. All Sections and Officers of DOP & Trg./MHA.
5. Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi, with 75 spare copies for distribution among the Staff Side Members of the National Council.
6. Sh. G.L. Dhar, Secretary, Staff Side, Departmental Council, DP&AR, T-16, INA Colony, New Delhi, with 50 spare copies for distribution among the members of the Departmental Council.
7. General Manager, ~~Delhi Transport Company~~, New Delhi.
8. Chairmen/Secretaries, Central Government Employees Welfare Coordination Committees.

Copy to:

1. Dy. P.I.O, Deptt. of Personnel & Trg, with the request that he may like to give adequate publicity to this.
2. D.G., Doordarshan, New Delhi.

.....3/-