

[Through email only]

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**RESTRICTED
Circular No. 87**

To

**The Officer-in-Charge
Section(s) at Main Office / Sub Office(s)
Organization of CDA Guwahati**

Subject: Maintenance of Office Decorum and Strict Adherence to Office Timings

Of late, it has been observed with serious concerns that certain officials are **not maintaining proper office decorum** and are **frequently found loitering** within the office premises during working hours without any authorized official purpose. It has also been noticed from the records of the Aadhaar Enabled Biometric Attendance System (AEBAS) that some officials are **not adhering to the prescribed office timings**.

2. In view of the above and in strict compliance with the provisions of Office Manual Part I relating to office discipline, all Officer(s)-in-Charge are requested to sensitize the officials under their administrative control regarding **the importance of maintaining proper office discipline**. They shall ensure that all officials strictly adhere to the **prescribed office timings, maintain proper office decorum at all times, and refrain from unnecessary movement or loitering** within the office premises during working hours unless such movement is required in the discharge of official duties. The **Officer(s)-in-Charge shall personally monitor compliance** with these instructions and ensure that no laxity is permitted in this regard.

3. It may also be noted that **surprise checks** may be conducted by the **Competent Authority** at any time to verify compliance with the above instructions. All Officer(s)-in-Charge shall, therefore, **ensure strict adherence to these instructions** by the officials under their direct administrative control.

4. **Any violation of the above instructions shall be viewed seriously and may invite appropriate administrative action.**

CDA has seen.

[J B Baidya, IDAS]
Dy. Controller (AN)