

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.

....

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.

- | | | |
|-----|--|---|
| (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.

.....2/-

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