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Most Immediate

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

S.No.22

.....

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.

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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

(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 Corporation~~, 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.