

फोन : 040-23308641

फैक्स : 040-23308642

सं : ए-45012/1/2014-प्रशा./2597-2604

भारत सरकार
केंद्रीय जल आयोग
मुख्य अभियंता का कार्यालय
कृष्णा एवं गोदावरी बेसिन संगठन

कृष्णा गोदावरी भवन, म. सं. 11-4-648,
ए. सी . गार्ड्स, हैदराबाद – 500 004.

दिनांक : 2 JUL 2015

कार्यालय आदेश

Sub : Maintenance of Punctuality / Office timings of staff under w/c establishment

Maintaining office timing is essential and the biometric system is put in place to ensure punctuality and maintaining office timings.

It is hereby directed that the staff who are following 5 day week / 6 day week must attend the office hours as detailed below :

1. For all work-charged staff including Drivers the timings are from 930 hours to 1800 hours with lunch break of half-an hour i.e., from 1330 hours to 1400 hours;
2. The staff working under 5 day week offices must report to their respective CDDOs of their office on every Saturday and
3. No holiday on Second Saturday.

The above timings may strictly be followed. CDDOs may ensure the above by properly utilizing their services **with immediate effect**.

यह मुख्य अभियंता, कृष्णा एवं गोदावरी बेसिन संगठन, केंद्रीय जल आयोग, हैदराबाद के अनुमोदन से जारी किया जाता है।

डा. कृष्णा राव
2.7.15
(ए. कृष्णा राव)
उप निदेशक

प्रति :-

1. The Director / Superintending Engineer, M & A Dte. / G Circle / K & C Circle, CWC, Hyderabad.
2. The Executive Engineer, UGD / LGD / LKD / UKD, CWC, Hyderabad / Pune.
3. AD, O/o CE, KGBO for uploading in the official website of KGBO.

The above office order may be brought to the notice of all the officials working under work-charged establishment.