

26111



GOVERNMENT OF KERALA

Personnel and Administrative Reforms (AR 13) Department

CIRCULAR

No. 20909/AR 13(2)/11/P&ARD.

Dated, Thiruvananthapuram, 20th February, 2012.

Sub:—Display of Office timings in front of Government Offices—Reg.

As per para (i) and (iv) of clause (b) of sub-section (i) of section 4 of RI Act, 2005, the office timing has to be displayed in all Government Offices and Government Undertakings. Many petitions are being received in Government complaining that details of office timings are not seen displayed in front of the Government Offices/Government Undertakings.

In Chapter XV (Para 157) of Manual of Office Procedure, the office timing fixed in various Government Offices is as shown below:

From 10 A.M. to 5 P.M. on all working days.
(Interval 1.15 P.M. to 2 P.M.)

In Chapter XXIV (Para 322) of the Secretariat Office Manual the office timing in the Secretariat is fixed as shown below:

From 10.15 A.M. to 5.15 P.M. on all working days.
(Interval 1.15 P.M. to 2 P.M.)

In the circumstances all Heads of Government Offices and Public Sector Undertakings are instructed to take urgent steps to strictly display the office timings clearly and neatly in front of their office premises in such a manner that it can be easily seen by the visiting public.

S. M. VIJAYANAND,

Additional Chief Secretary to Government.

GCPT. 3/2698/2012/DTP.

Endorsement CI-26111/12 Dtd 13-8-12
Take necessary action as per the
Govt Circular

To

All Principal Secretary's, Secretaries, Special Secretary to Government and
All Officers of Government Secretariat.

All Heads of Department and Officers.

All District Collectors.

All Departments of Secretariat, including Law and Finance.

Registrar, University of Kerala, Cochin, Calicut, Mahatma Gandhi
University.

The Secretary, Kerala Public Service Commission.

General Manager, K.S.R.T.C., Thiruvananthapuram.

Registrar, High Court, Ernakulam.

Registrar, Agriculture University, Mannuthy.

Private Secretary to Opposition Leader.

Private Secretary to Chief Minister and Ministers.

Joint Secretary to Chief Secretary.

Public Relations Department.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A & E), Kerala, Thiruvananthapuram.

Stock File/Office Copy.
