



File No. DULB/Estt-16/2022-23
शहरीस्थानीयनिकायनिदेशालय
Directorate of Urban Local Bodies
अरुणाचलप्रदेशसरकार/Govt. of Arunachal Pradesh
चिड़ियाघररोड/Zoo Road, ईटानगर/ Itanagar
Dated Itanagar, the 12th September'2023.

ORDER

It is observed that, the officers/officials including Programme officers are found on unauthorized absent or comes to office without maintaining the office time table without the prior approval of the authority. Such absence, often hampers the smooth functioning of day to day official work, thereby, causing delay in file movement and other time bound matters.

Henceforth, all the officers/officials of this Directorate are strictly directed to maintain the office timing as mention below:

Sl. No.	Timing	Remarks
1.	For Summer (April to September) : 9.30 AM to 5.00 PM	Attendance Register shall be maintained at Director chamber.
2.	For Winter (October to March) : 9.30 AM to 4.30 PM	

Non-adherence of this office order shall invite disciplinary action as per CCS conduct Rules

Sd/-
(Hano Takka)
Director, Urban Local Bodies
Govt. of Arunachal Pradesh
Itanagar.

Dated Itanagar, the 12th September'2023.

Memo No. DULB/Estt-16/2022-23

Copy: -

1. PA to Director, Urban Local Bodies, Govt. of AP for information please.
2. Joint Director to strictly monitor the attendance.
3. FAO(ULBs) to prepare pay bills strictly as per absentee statement.
4. All concerned for compliance.
5. Office copy.

(Hano Takka) 12/9/2023
Director, Urban Local Bodies
Govt. of Arunachal Pradesh
Itanagar.