



रक्षा मंत्रालय (भारत सरकार)  
MINISTRY OF DEFENCE (GOVT. OF INDIA)  
कार्यालय रक्षा लेखा नियंत्रक (सेना)  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS (ARMY)  
बेलवेडियर कॉम्प्लेक्स, आयुध पथ, मेरठ छावनी  
BELVEDERE COMPLEX, AYUDH PATH, MEERUT CANTT



**Important Circular**

**No. AN/1/1023/Gen/Circular**

**Date: 15.07.2022**

To,

All Sections in Main office  
All Sub-Offices

**Sub :Observance of Proper decorum by Government Servants during Office hours-regarding**

Of late, it has been observed that proper decorum is not being maintained by the employees during office hours. Therefore it reiterated that all officers & Staff will maintain absolute integrity all times. It directed that:-

- (i) Proper office hours should be followed by all employees/Staff and officers.
- (ii) Absence without information will be considered as serious offence as it affects daily activities of the organization.
- (iii) No government employee during office hours should be found playing cards/ computer games/ others indoor/outdoor games, Consuming alcohol or involved in any other unpleasant/ unwanted activities.
- (iv) Smoking/ consuming Pan Masala, Gutka and spitting in office premises or indulging in any such activities is prohibited.
- (v) Official formal attire is necessary during office hours inside office premises. Wearing casuals such as without collar T-shirts, Chappals, Slippers etc during office hours should be avoided.
- (vi) Personal vehicles must be parked in appropriate locations.

2. In view of above, it is enjoined upon all to strictly observe proper decorum during office hours. Persons found violating these instructions would be liable to disciplinary action.

Copy to:

The Officer-in-charge  
IT&S-III(Local)

: For necessary action & uploading on Website.

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ACDA (AN)

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