



Important Circular

	<p>कार्यालय: रक्षा लेखा प्रधान नियंत्रक PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007 NO. 107, LOWER AGRAM ROAD, BANGALORE – 560 007 फोन नं./Phone No. - 29710474, 29710475 फैक्स नं./Fax No. - 29710132</p>	
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No: AN/I/Disc/Surprise Check

Date: 21/07/2022

To

All Sections in Main Office
All the Sub offices under PCDA, Bangalore

Sub: Discipline: Observance of proper decorum by Government servants
during office hours

Attention is invited to the Department of Personnel & Administrative Reforms O.M.
No: 11013/20/83-Estt [A] dated 21/11/1983 regarding observance of proper decorum by
government servants. [Copy enclosed]

2. Further, it is observed by the competent authority that proper decorum is not being
maintained by the employees during office hours. This has been viewed seriously by the
higher authorities.

3. The in charges of all the sub offices/sections in main office are accordingly requested
to ensure that observance of office decorum in officers under this organization.



DCDA [AN]

“हर काम देश के नाम”



रक्षा लेखा विभाग (र.ले.वि.) मुख्यालय

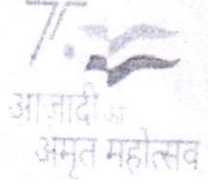
उलान बटार रोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665703 Fax: 011-25674806, 25674821

e-mail: aniii.cgda@nic.in



No. AN/III/3012/Misc./BAS

Dated 08.07.2022

To

All PCsDA/PCA(Fys)/PIFAs
CsDA/IFAs/RTCs
(through CGDA's website)

Sub: Observance of proper decorum by Government servants during office hours.

Attention is invited to the Department of Personnel & Administrative Reforms O.M. No.11013/20/83-Estt.(A) dated 21st November, 1983 regarding observance of proper decorum by government servants.

2. It is observed that proper decorum is not being maintained by the employees during office hours. This has been viewed seriously by the higher authorities.
3. All Principal Controllers/Controllers are accordingly requested to ensure strict observance of office decorum in offices under their organization.

Kavita
(Kavita Sharma)
Sr. Dy. CGDA(AN)

Copy to:

1. AN(IV) Section Local : For similar action as above.
2. IT & S Wing Local : for uploading on CGDA website.

(Ajay Diwaker)
Sr. AO(AN)

1159

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NOTE

No. 11013/20/83-Ests(A)
Government of India
Ministry of Home Affairs
Department of Personnel & A.R.

1/5

New Delhi-1, the 29th January, 1985.

OFFICE MEMORANDUM

Subject:- Observance of proper decorum by Government servants during lunch break.

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Attention of all ministries/departments is invited to the Department of Personnel & Administrative Reforms O.M. of even number dated the 21st November, 1983 (copy enclosed for ready reference) regarding the observance of proper decorum by government servants during lunch break and to point out that of late it has been noticed that these instructions are not being observed strictly. The instructions contained in the enclosed O.M. are, therefore, reiterated with the request that they may once again be brought to the notice of all concerned and suitable measures be taken to ensure their strict compliance.

(MRS. *M.K.* PARTI KHOSLA)
JOINT SECRETARY TO THE GOVT. OF INDIA

To

All Ministries/Departments of the Govt. of India
as per standard list.