

No: CE/Admn/PLA/1014/05

Office of the Chief Engineer
Design and Administration
PWD, Thiruvananthapuram
Dated: 15 - 04 - 2013

CIRCULAR

Sub :- Public works Department working of officers before and after office hours, holidays etc- – reg.


Ref :- 1. Remarks by VACB

2. Representation received from the Sergeant, Office of the Chief Engineer (Design & Administration), Thiruvananthapuram.

It has been brought to the notice of the undersigned by the Sergeant that many office cabins are kept opened even after office hours as the officers are working due to workload. When such officials leave the office cabins they are not informing the watchmen to close the cabins and as such they act irresponsibly. Certain instances of theft including loss of computers, files etc have been noticed recently due to the lapses made by the officials as keeping the sections open and leaving it carelessly. Hence it is high time to cease such ill practices in future.

The officers working before and after the working hours and holidays shall obtain written permission of the head of office or by his immediate subordinate Gazetted officer to attend office at times beyond the office hours.

It is hereby informed that all officials who are willing to work beyond the office hours shall take the responsibility of closing their rooms / cabins before leaving and they should take special care in switching off the electrical devices or shall inform the concerned watchman to close the office rooms / cabins before leaving the premises. It shall be born in mind that any theft or missing of files, computers / furniture if noticed, strict disciplinary action will be initiated against those who are responsible for the missing.


Chief Engineer