

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT
(GENERAL ADMINISTRATION BRANCH)
5-SHAM NATH MARG: DELHI-110054

No.F.7(62)/GA/Estt./DC/2014/ 2416

Dated, 08/12/2015

ORDER

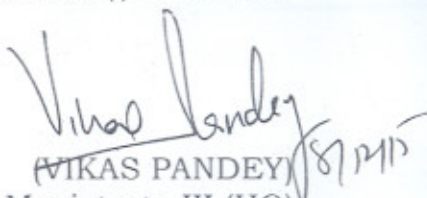
Attention is invited to letter No.F.53/28/2015/GAD/CN/Misc./6038-6044 dated 24-11-2015 issued by the Dy. Secretary(GAD) and O.M. No.F.23/3/98-GAD/CN/9676-9775 dated 20-12-1999, issued by the Secretary(GAD)[copy enclosed] vide which six working day week in field units of public dealing departments was introduced in the offices of Government of NCT of Delhi and the districts offices of Revenue Department are also directed to adhere to this guidelines and observing six working day week since then.

The letter also mentions that branch offices/field units of Departments which observe Six Day week and function on Saturday are not observing six day work schedule causing inconvenience to the general public.

As such, it is hereby ordered that the field units of this department will unscrupulously adhere to the **six working day week** in accordance with the guidelines contained in O.M. No.23/3/98-GAD/CN/0676-775 dated 30-12-1999, F.23/3/98/GAD/CN/0001 dated 29-12-1999 and F.23/3/98-GAD/CN/1869 dated 24-04-2001(copies enclosed).

This issues with the approval of Secretary (Revenue)/Divisional Commissioner.

Encl: As above

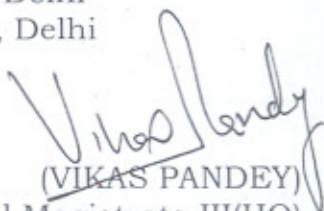

(VIKAS PANDEY) 8/12/15
Sub-Divisional Magistrate-III (HQ)

No.F.7(62)/GA/Estt./DC/2014/ 2416

Dated, 08/12/2015

Copy forwarded for information and further necessary action to the:-

1. Dy. Commissioners (Revenue), All Districts, Delhi/New Delhi,
2. Dy. Secretary (GAD), Coordination Branch, Delhi Secretariate, I.P. Estate, New Delhi,
3. Sr. System Analyst (HQ), Revenue Department for uploading the order and its enclosures on the website of this department,
4. Dy. controller of Accounts (HQ), Revenue Department, Delhi
5. PA to Secretary (Revenue)/Divisional Commissioner, Delhi,
6. PA to Dy. Commissioner -I (HQ), Revenue Department, Delhi
7. PA to Dy. Commissioner-II (HQ), Revenue Department, Delhi
8. Guard file.


(VIKAS PANDEY) 8/12/15
Sub-Divisional Magistrate-III(HQ)

wasanti

8/12/15

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
(CO-ORDINATION BRANCH)**

DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI - 110002

No.F.53/28/2015/GAD/CN/Misc./ 6038-6044

Date: 24/11/15

*import
PA
PK.*

To

1. Pr. Secretary-cum-Commissioner,
Department of Transport,
Govt. of NCT of Delhi.
2. The Secretary
Department of Social Welfare,
Govt. of NCT of Delhi,
3. The commissioner,
Department of Food & Supplies,
Govt. of NCT of Delhi.
4. The Commissioner
Revenue Department
Govt. of NCT of Delhi
5. The Director,
Directorate of Employment,
Govt. of NCT of Delhi.
6. The Director,
Directorate of Education,
Govt. of NCT of Delhi

Divisional Commissioner GNCT Delhi
Letter No. 49708
24 NOV 2015

*DC(HQ) E
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Deputy Commissioner (HQ.)
Revenue Department

27 NOV 2015

Diary No. 5612

Subject: Six working day week in field units.
Sir/Madam,

52/11-11

It has been reported that branch offices/field units of Departments which observe Six Day week and function on Saturday are not observing six day work schedule causing inconvenience to the general public.

[Handwritten signature]

In the context of the above, I am directed to draw kind attention to this department's memo No. F.23/3/98-GAD/CN/9676-775 dated 30.12.1999, F.23/3/98-GAD/CN/0001 dated 29/12/1999 and F.23/3/98-GAD/CN/ 1869 dated 24.4.2001 (copies enclosed) and to request to issue direction to the branch offices/field units to comply with the instructions regarding six day work schedule.

*5746/S-11/HO
30/11/15*

Encl: As stated above

OS(GA)

Yours faithfully,

[Signature]
(AMITABH KUNDOO)
DY. SECRETARY (GAD/CN)

Mr. D. Subrah

No.F.53/28/2015/GAD/CN/Misc./

Copy for information to:

Shri. Surender Mohan Rana, H. No. 241, Village & Post Ghevra, Delhi 110081.

Date:

[Signature]
(AMITABH KUNDOO)
DY. SECRETARY (GAD/CN)

*30/11
OS(GA)*

*Pl. issue
order giving
30/11/15*

Dy. No. 3558 OS (GA)

Date: 30/11/15

ANNEXURE - 1

10/12

6/c

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
5, SHAM NATH MARG, DELHI-110 054.

No.F.23/3/98-GAD/CN/ 9676-9775

Dated: 30/12/99

OFFICE MEMORANDUM

Sub: Introduction of six working day week in field units of public dealing departments.

The Government of National Capital-Territory of Delhi have decided that for the convenience of the general public, the field units of the following departments will observe a six working days week with effect from January 1, 2000. The office timings to be observed by the field units of these departments would be from 9.30 A.M. to 5.00 P.M. with a half hour lunch break from 1.00 P.M. to 1.30 P.M. The second Saturday of the month will be holiday:-

1. Department of Transport
2. Revenue Department
3. Department of Social Welfare
4. Department of Food & Supplies
5. Directorate of Employment
6. Delhi Vidyut Board
7. Delhi Jal Board

(Signature)
(D.M. SPOLIA)
SECRETARY (GAD)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
5, SHAM NATH MARG, DELHI 110 054.

No.F.23/3/08-GAD/CN/ 10001

Dated: 29/12/99

CORRIGENDUM

In partial modification to this department's Office Memorandum No.23/3/98GAD/CN/ 9626-9775 dated 20.12.99, the introduction of six working day week in field units shall be effective from January 8, 2000 instead of January 1, 2000.

In the list of departments mentioned in the aforesaid memo at serial No.4, the name of the department shall be read as under:-

4. Department of Food Supplies & Consumer Affairs including Consumer's Disputes Redressal Forums and Consumer's Disputes Redressal Commissions and Office of the Controller of Weights & Measures.

Handwritten signature
(D.M. SPOLIA)
SECRETARY (GAD)

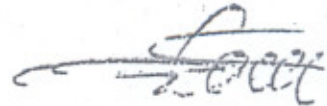
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI - 110 002.

No.23/3/98-GAD/CN/ 1567

Dated: 24/04/2001

OFFICE MEMORANDUM

In continuation of this office's memorandum of even number dated 20.12.1999 and further corrigendum dated 29.12.1999, all the district level offices of Education Department will observe six working days a week w.e.f 1st September, 2001.



(C. TARGAY)
SECRETARY (GAD)

No.23/3/98-GAD/CN/

Dated:

Copy forwarded for information and necessary action to:

1. The Joint Secretary, Govt. of India, Ministry of Home Affairs, New Delhi
2. All Pr. Secretaries/Secretaries/Jt. Secretaries/Addl. Secretaries/Deputy Secretaries/Assistant Director, A.R. Department, Govt. of NCT of Delhi.
3. The Chief Secretaries of all State Governments/U.T. Administration
4. All Heads of Departments and Local Offices under Govt. of NCT of Delhi
5. The Secretary (Education), Govt. of NCT of Delhi, Delhi.
6. The Director (Education), Govt. of NCT of Delhi, Delhi.
7. The Secretary to Lt. Governor, Delhi
8. The Registrar, Delhi University, Delhi.
9. The Commissioner, MCD, New Delhi
10. The Chairman, N.D.M.C. New Delhi
11. The Registrar, High Court at Delhi, New Delhi
12. The Chairman, Delhi Vidyut Board New Delhi
13. The Manager, Reserve Bank of India, New Delhi
14. The Manager, Govt. of India Forms Store, 166, Lenin Sarai, Calcutta
15. The Director, Directorate of Information and Publicity, Govt. of NCT of Delhi
16. The Managing Director, (DSIDC), New Delhi.
17. The Managing Director, (DSCSC), New Delhi.
18. The Managing Director, (DFC), New Delhi.

Contd.....2/-