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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. MARTI KHOSLA )  
JOINT SECRETARY TO THE GOVT. OF INDIA

To

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

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MOST IMMEDIATE

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

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New Delhi-110001, dated 21st November, 1983

OFFICE MEMORANDUM

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

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As Ministries/Departments are aware, instructions already exist regarding the need for observance of proper decorum by Government servants during lunch break. It was inter alia brought out in these instructions that -

- (i) no Government employee should play cards on the lawns and other places inside or outside office buildings, and
- (ii) the game of cards should be confined only to the recreation rooms or other places approved for such purposes.

It was also stated that persons found violating these instructions would be liable to disciplinary action. Instructions also exist to the effect that the half hour limit for lunch break must be scrupulously observed not only by the subordinate staff but also by supervisory officers and that periodic surprise checks should be made to ensure that this limit is not exceeded by anyone.

2. It has, however, been noticed that inspite of these instructions the staff in some offices are found to be playing card games etc. during lunch break in the lawns and open places outside the office premises as also on the lawns of the traffic islands and roundabouts located in busy thoroughfares close to the various office premises. They have also been seen loitering around even after the lunch break time is over. As all these necessarily create an unfavourable impression on the public the need for strict compliance with the existing instructions is all the more necessary in the context of various dignitaries visiting Delhi on the occasion of CHOGM. The Ministry of Finance, etc. are, therefore, requested to bring these instructions once again to the notice of all concerned for strict compliance.

Hindi version will follow.

Sd/-

( S. Krishnan )

Joint Secretary to the Govt. of India

To

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

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