

Tel. No. 26171027

Armed Forces Tribunal  
Principal Bench  
West Block-VIII  
R. K. Puram  
New Delhi-110066

F. No. 5(1)/2008/AFT/PB/Adm-1

20<sup>th</sup> Aug, 2018

### OFFICE ORDER

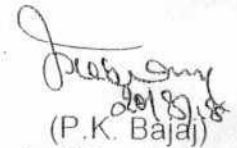
During periodical check of Biometric Attendance record, it is noticed that a number of officers/officials are not adhering to the office timings strictly from 09:30 AM to 05:30 PM, which is tantamount to breach of discipline. Discipline is a hallmark of any august institution to achieve its objective in the best possible manner for the purpose of which it is established.

2. It is, therefore, once again reiterated that any laxity in observing office timings shall not be acceptable. For smooth running of day to day Court proceedings, punctuality of officials is inevitable.

3. Cases of late arrival/early departure have been viewed seriously by the Competent Authority. However, late arrival/early departure for any justifiable reason may be considered on merit by the Competent Authority.

4. Similarly, leaving office without intimation during office hours is not permissible. However, if any officer/official is required to leave office for any reasonable and justifiable cause, he is required to obtain prior approval of Controlling Officer and after making entry to this effect in the register provided for this purpose with Assistant Registrar.

All officers/officials will try their best to report office well on time.

  
(P.K. Bajaj)

Principal Registrar (I/C)

Copy to :

All concerned.