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19/9/23

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भारत सरकार  
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
विकास आयुक्त का कार्यालय  
नोएडा विशेष आर्थिक क्षेत्र  
नोएडा दादरी रोड, फेस -II, नोएडा - 201305

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Dated: 19/09/2023

**CIRCULAR**

Instructions have been issued from time to time for attending office on times. Of late it has been observed that employees of the office are not observing the office timings, which is not only affecting the functioning of office adversely but also violation of Rule 3 of CCS (Conduct) Rules.

All Officers/employees are again advised to follow office timings of 09.30 A.M. to 06.00 P.M. or office timings as per the respective shifts (in case of Customs & Security wing), scrupulously and also mark their In-Time and Out-Time attendance on Bio-metric device, failing which action may be initiated under extent rules.

(Nitin Gupta)

Dy. Development Commissioner

Copy to :

1. All Officers/Employees/Outsourced Staff
2. NSEZ Website/Notice Board