

**Government of West Bengal
Finance Department
Audit Branch**

No. 10670-F.

Calcutta, the 16th October, 1984.

Subject : Disturbances in Government offices during office hours.

The hours of work in all State Government offices are from 10-30 a.m. to 5-30 p.m. with an interval of 30 minutes from 2 p.m. to 2-30 p.m. for tiffin. It is imperative that all Government employees observe these working hours.

It has come to notice that the facility of the tiffin break of 30 minutes from 2 p.m. to 2-30 p.m. is sometimes misused. This break is primarily meant for eating tiffin. If for any reason it becomes necessary during tiffin break to hold a meeting, it cannot extend to interfering with those who are working during this time by shouting slogans or demonstrating in the corridors or inside offices.

It has also been observed that on some occasions meetings have been held during regular office hours apart from the tiffin break of 30 minutes. It is needless to reiterate that this is not permissible under any circumstances.

All Government employees should observe the above stipulations and co-operative in their enforcement so that the right atmosphere is maintained in all Government offices.

Sd/- P. K. Sarkar,

Secretary to the
Government of West Bengal.