To
All Heads of Police Establishment, Odisha.

Sub: Rescheduling of working hours in Offices functioning under the State Government.

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Enclosed please find the copies of Government of Odisha, General Administration & Public Grievance Department, Bhubaneswar Office Memorandum No.17152/Gen., Dt.22.6.2019, No.17155/Gen., Dt.22.6.2019 and No.17272/Gen., Dt.24.6.2019 on the above subject which is self explanatory.

Necessary action in the matter may be taken as per the order in the above noted office Memorandum.

I.G. of Police (Personnel),
Odisha, Cuttack.

O.A
Copy to all Sectional Heads/ All Rs. Section of State Police Hqrs., Cuttack/ A.C.(Hqrs.)/ Control Room/ Computer Cell for information and necessary action.

www.odishapolice.gov.in
Email - ophqrs.oxford@nic.in

Pero Bazar, Cuttack-753001
Tel./Fax No.0671-2304001

[Handwritten notes]
OFFICE MEMORANDUM

Subject: Rescheduling of working hours in Offices functioning under the
State Government.

In order to improve the efficiency in administration and to make it more
citizen-centric, the Government has been taking various innovative steps. Taking
into consideration all related issues and in supersession of all previous orders
issued in this behalf, Government hereby declares fourth Saturday of every
month as a general holiday for all State Government employees.

The day-to-day working hours in the State Government Offices shall be
from 10.00 A.M. to 5.30 P.M. with half an hour lunch break from 1.30 P.M. to
2.00 P.M.

The above revised timings are not applicable to Vacation Departments.
This will be given immediate effect.

By Order of Governor

Girish S. N.
Special Secretary to Government

Memo No. 17153 /Gen., Bhubaneswar, dated the 22nd June, 2019

Copy forwarded to the Director, Printing, Stationary & Publication,
Odisha, Cuttack for information and necessary action.

He is requested to publish the office memorandum in the extra ordinary
issue of the Odisha Gazette and supply 100 copies to this Department.

By Order of Governor

Girish S. N.
Special Secretary to Government

Memo No. 17154 /Gen., Bhubaneswar, dated the 22nd June, 2019

Copy forwarded to all Departments of Government/ all Heads of
Departments/ all RDAs/all Collectors/ Registrar, Odisha Administrative
Tribunal, Bhubaneswar/ Special Secretary, Odisha Public Service Commission,
Cuttack/ Secretary, Odisha Staff Selection Commission, Bhubaneswar/ Odisha
Sub-ordinate Staff Selection Commission, Bhubaneswar for information and
necessary action.

They are requested to circulate the Office Memorandum amongst the Sub-
ordinate offices functioning under their control as well as the employees
working under them.

By Order of Governor

Girish S. N.
Special Secretary to Government
OFFICE MEMORANDUM

Subject: Rescheduling of working hours in Offices functioning under the State Government.

In order to improve the efficiency in administration and to make it more citizen-centric, the Government has taken various innovative steps. Government has been laying emphasis on 5Ts of governance - Teamwork, Transparency and Technology leading to Transformation. As time is critical, a fifth dimension has been added to this - Time. This constitutes the 5T's of governance.

The first half of every Saturday, which has otherwise been declared as a general holiday, shall be devoted by the Heads of Office at all levels of the State Government for deliberating on implementation of five Ts, and for training and brainstorming sessions relating to innovative ideas for progress and development of the State.

By Order of Governor

Memo No. 17156/Gen., Bhubaneswar, dated the 22nd June, 2019

Copy forwarded to the Director, Printing, Stationary & Publication, Odisha, Cuttack for information and necessary action.

He is requested to publish the office memorandum in the Extra Ordinary issue of the Odisha Gazette and supply 100 copies to this Department.

Memo No. 17157/Gen., Bhubaneswar, dated the 22nd June, 2019

Copy forwarded to all Departments of Government/ all Heads of Departments/ all RDCs/all Collectors/ Registrars, Odisha Administrative Tribunal, Bhubaneswar/ Special Secretary, Odisha Public Service Commission, Cuttack/ Secretary, Odisha Staff Selection Commission, Bhubaneswar/ Odisha Sub-ordinate Staff Selection Commission, Bhubaneswar for information and necessary action.

They are requested to circulate the Office Memorandum amongst the Sub-ordinate offices functioning under their control as well as the employees working under them.

Special Secretary to Government
PTI-GAD-SC-GCS-0000-2016-17223/Gen.,
GENERAL ADMINISTRATION & PUBLIC GRUIVANCE DEPARTMENT
GOVERNMENT OF ODISHA

Bhubaneswar, Dated the 24th June, 2019.

Subject: Re-scheduling of working hours in Offices functioning under the State Government.

In continuation to this Department Office Memorandum No.17152/Gen., dated 22.06.2019, it is clarified that the 2nd Saturday and Sundays of every month, which were declared earlier as holidays, shall continue to be general holidays for the State Government employees.

All other conditions of this Department Memorandum No.17152/Gen., dated 22.06.2019 shall remain unchanged.

By Order of Governor


Memo No. 17223/Gen., Bhubaneswar, dated the 24th June, 2019
Copy forwarded to the Director, Printing, Stationary & Publication, Odisha, Cuttack for information and necessary action.
He is requested to publish the same in the extra ordinary issue of the Odisha Gazette and supply 100 copies to this Department.

Special Secretary to Government

Memo No. 17224/Gen., Bhubaneswar, dated the 24th June, 2019
Copy forwarded to all Heads of Department/ all RDCs/all Collectors/ Registrar, Odisha Administrative Tribunal, Bhubaneswar/ Special Secretary, Odisha Public Service Commission, Cuttack/ Secretary, Odisha Staff Selection Commission, Bhubaneswar/ Odisha Subordinate Staff Selection Commission, Bhubaneswar for information and necessary action.
They are requested to circulate the same amongst the Sub-ordinate offices functioning under their control as well as the employees working under them.

Special Secretary to Government

Memo No. 17225/Gen., Bhubaneswar, dated the 24th June, 2019
Copy forwarded to all officers/ all Sectional Heads of G.A. & P.G. Department/ G.A. & P.G. Department Library (10 Copies)/ Guard Files (10 Copies) for information and necessary action.

Special Secretary to Government