



**GOVERNMENT OF SINDH
MINORITIES AFFAIRS DEPARTMENT**

Karachi dated the 16th April, 2024

CIRCULAR

It has been observed with great concern by the Competent Authority that officers/staff of Secretariat Side, Directorate and Engineering Wing of this department are late comers which tantamounts to violation of office discipline and decorum. The Official timings has been observed / directed from time to time are from **09:00 AM to 05:00 PM** and violation of these directions may lead to disciplinary action against the defaulters under Efficiency and Discipline Rules, 1973.

Therefore, through this circular all officers/staff working in Secretariat, Directorate and Engineering Wing of this department are directed to be punctual and observe office timing regularly to avoid any penal action.

**ANJUM IQBAL JUMANI
SECRETARY TO GOVT. OF SINDH**

Karachi dated the 16th April, 2024

NO.SO(Admn)MA/Circular/2024/3248

A copy is forwarded for information to:-

- ✓ All Officers Minorities Affairs, Department, Govt. Of Sindh. They have requested to maintain the attendance register of all employees working under your jurisdiction and send the weekly report duly signed by the controlling officers.
2. The Director, Minorities Affairs, Govt. of Sindh, Karachi.
3. The Executive Engineer, Minorities Affairs, Department Govt. Of Sindh, Karachi
4. The PS to Secretary, Minorities Affairs, Department Govt. Of Sindh, Karachi
5. Master File

(IMTIJAZ ALI)

**Section Officer (ADMN)
FOR SECRETARY TO GOVT. OF SINDH**