

No.F.2-2/2020(Admn)FDE  
Government of Pakistan  
Federal Directorate of Education  
\*\*\*\*\*

Islamabad, 13<sup>th</sup> Janaury, 2021.

**OFFICE ORDERS**

It has been observed that there is a tendency among the officers/officials (Teaching and Non-Teaching) of FDE (HQs) and its allied institutions to arrive late on duty on one pretext or other. Such practices professionally speaking hit hard on the overall efficiency of the office/institutions in meeting the assigned tasks & developing the culture of punctuality and regularity.

2. In this regard, to say that Head of the department has taken exception to this phenomena. It is, therefore, advised that the official timings i.e from 09:00 hrs. to 17:00 hours OR as the case may be observed strictly. **All Directors, AEOs and Heads concerned would be responsible to ensure check and balance on the attendance.** Once again to reiterate that no relaxation would be given as regards observance of official timings & late comers would be liable to disciplinary action as per rules

3. This is issued with the approval of Director General (Edu).

  
(CH. GULZAR AHMAD)  
Deputy Director (Admn)

To,

- i. All the Directors.
- ii. All AEOs, FDE.
- iii. All Heads of Educational Institutions,  
Islamabad (Urban/Federal Area).

Copy to:

- i. PS to DG (Edu).
- ii. All Section Incharges, FDE.
- iii. Notice Board.
- iv. Circular file.
- v. AD (IT) with the direction to upload instant order on FDE's official website.

  
(CH. GULZAR AHMAD)  
Deputy Director (Admn)