

Sub:- Duty Hours of Safaiwala in medical Department.

The following orders are issued with the approval of the competent authority :-


The timings of Safaiwala staff of Medical Department will be observed 06 (Six) days week as under:-


Particulars	Time	
A. <u>Monday to Friday:</u>		
Morning Timings	08.00 hrs.	to 13.00 hrs.
Lunch Break	13.00 hrs.	to 14.00 hrs.
Afternoon Session	14.00 hrs.	to 17.30 hrs.
B. <u>Saturday</u>	08.00 hrs.	to 13.30 hrs.


Asstt. Personnel Officer

DMW/Patiala

Distribution:-

1. Secretary to CAO (R)/DMW/Patiala-for kind information of CAO (R).
2. FA&CAO/DMW/Patiala.
3. CME, CME/R, CME/P, CME/Plg, IPO/DMW/Patiala.
4. Dy. CPO (P&A) & G/DMW/Patiala.
5. OS: Pass, Leave, PF, Staff, Mech, Medical/DMW/Patiala.
6. Medical Supdt.
7. Staff Council. SC. 
8. President of SC/ST/OBC Association.


20/1/2006

AEE

Indian Railways
Diesel Component Works
Patiala.

No. DCW/M/Tech./29

Dated: 15-01-93

Sub: Workshop Timings.

1. It has been decided that the Workshop Working hours will be changed as follows:-

<u>First Shift</u>	0700 hrs. to 1600 hrs.
Lunch Break	1130 hrs. to 1230 hrs.
<u>Second Shift</u>	1600 hrs. to 0030 hrs.
Break	2000 hrs. to 2030 hrs.

2. Staff booked on 3-shift cycle will continue to observe the existing hours without any change for the present.

3. This will come into effect from Monday, the 18th Jan'93.

[Signature]
Chief Mech. Engineer,

Distributions: All HOD's

CME/P, CME/R, All Dy.CME's, FA&CAO, Dy.CPO, I & II, SPO, Dy.CEE, Dy.FA&CAO(G), All WM's & AWM's, WEE, AEEs, All Shop Supdts., Asstt. Chief Cashier, Asstt. Welfare Officer, Welfare Inspector, SEN, ASC. Secy. to CAO(R) for the Information of CAO(R).

B:- SAO/W, To organise punching.
Chief Timekeeper; He will organise as per new timings.
Welfare Inspector; He will ensure canteen timings as per new timings.

/RPF; He will advise his Personnels regarding hooter as per the new timings.

SS/TR : He will organise the maintenance of punching clocks accordingly.

[Signature]
Chief Mech. Eng

