

ICAR-INDIAN INSTITUTE OF SPICES RESEARCH

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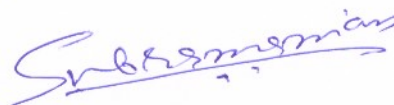
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CIRCULAR

In view of the point raised by the ICAR Internal Audit Party to ensure punctuality by all, the following instructions are reiterated for scrupulous compliance by all officers and staff.

1. All officers and staff should mark attendance in the Biometric Attendance System (BAS) without fail. All are expected to be in their seat by 9.30 AM. Arrival in the office after 9.30AM or departure before 4.30PM will be reckoned as half day casual leave subject to other rules mentioned here in. This will be applicable till casual Leaves are available in the account of official. If casual leave of an official is exhausted, the official may apply for other kind of leave.
2. In the event of any technical glitch in BAS, attendance may be marked in the alternate system maintained in the reception. Those who have not registered in the Alternate System may contact the System Administrator immediately for registration.
3. Late coming must always be reported to the immediate controlling Officer and for any lapse on this account, the officer/staff concerned will be personally responsible.
4. Attendance in BAS will be monitored regularly and the cases of habitual late comers will be reported to the Director for appropriate action.



(R.N.Subramanian)
(Administrative Officer i/c)