



भाकृअनुप -भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)



पीसंख्या: .बी .Post Bag No: 1701, मेरिकुन्नुपोस्टMarikunnu Post,
Kozhikode-673 012, Phone: Office 0495-2731410

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CIRCULAR

It has been observed that most of the employees of this Institute are adhering to the office timings, but a few members of the staff are not maintaining punctuality while coming to the office, overstay lunch break and leave the office before the stipulated time. Instructions have been issued from time to time with regard to the need to observe punctuality by employees of this Institute. A serious view has been taken about such lapses on the part of the employees.

It is mandatory that every employee shall mark their attendance in the Aadhaar Enabled Biometric Attendance System (AEBAS) while coming to office and while leaving the office. A separate Attendance Register is also kept at the respective Division Heads to mark their attendance, in case the Biometric Attendance system is not functioning. However, it has been observed that despite clear instructions, a few employees are not registering their attendance in Biometric Attendance System.

In this connection attention is invited to Rule 3(1) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all time maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a government servant. Apart from debiting the eligible leave for late attendance, disciplinary action shall also be taken against such a government servant.

Responsibility for ensuring punctuality in respect of their employees rests with respective in-charges. Heads of the Division/Section should ensure that staff working under them do not attend the office late, overstay during the lunch break and also not leave the office before time. All the staff members are requested to follow the office timings scrupulously.


DIRECTOR

Distribution:

1. Project Coordinator(AICRP on Spices), ICAR-IISR, Kozhikode
2. All Heads of Division, ICAR-IISR, Kozhikode
3. The Head I/C RS, Appangala
4. The Principal Scientist & Head, KVK
5. The SIC (Farm) Chelavoor/Peruvannamuzhi
6. The Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
7. The Drawing and Disbursing Officer, ICAR-IISR, Kozhikode
8. AO/AAO (Estt., Works, Stores), ICAR-IISR, Kozhikode
9. PS to Director, ICAR-IISR, Kozhikode
10. Intranet/Arisoft