



भारत - राष्ट्रीय मांस अनुसंधान केंद्र

ICAR-National Research Centre on Meat

चेंगिचेरला, डा.डी.सं - १९, बोडुप्पाल पोस्ट, हैदराबाद - ५०० ०९२

Chengicherla, P.B.No - 19, Boduppall post, Hyderabad - 500 092.

फोन / Tel: 040 - 29804541/29801673. फैक्स / Fax: 040 - 29804259

ई-मेल / E-Mail: nrcmeat_director@yahoo.co.in, वेबसाइट/ Website: https://nrcmeat.icar.gov.in/



F.No.2-126/14-NRCM

Dated: 19.04.2018

OFFICE MEMORANDUM

Sub: Adherence to office timings & Sanction of Leaves.

It has been observed that most of the Scientists, Officers and staff members are adhering to the office timings i.e., 10.00 AM to 5.00 PM, but a few of them are not maintaining punctuality while coming to the office. Overstay at lunch break and leave the office before the stipulated time has been observed in some cases. A serious view has been taken by the Competent Authority on such lapses on the part of the employees.

1. This Centre has introduced the AADHAAR enabled Bio-metric Attendance System to ensure punctuality. Rule 3(1)(ii) of CCS Conduct Rules, 1964 clearly stipulates that every employee shall, at all times maintain devotion to duty. As per the DoPT guidelines, half a day's Casual leave (or earned leave, when no CL is available) will be debited for each day of late attendance, but late attendance up to an hour, on not more than two occasions in a month and for justifiable reasons may be condoned by the competent authority. Therefore, the leave(s) will be debited with immediate effect in case of defaulters. "Habitual late attendance will be viewed as misconduct unbecoming of a Government servant and disciplinary action will be taken against such late comers. All the in charges must ensure that they are self-disciplined and punctual in attendance as well as staff working under them do not reach the office late, overstay during the lunch break and also does not leave the office before time. If any employee of any section violates the norms regarding punctuality in attendance, discipline and decorum of the office then the in charge is required to intimate the administration in writing about such employee(s) so that disciplinary action could be taken against them as per extant rules.
2. Attention of all the staff is also brought on the following:
 - i) Rule 7 of Chapter-2 of the CCS (Leave) Rules, 1972 states that (1) Leave cannot be claimed as a matter of right. (2) When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it.
 - ii) Rule 25 of Chapter 3 emphasis that, (1) Unless the authority competent to grant leave extends the leave, a Government servant who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave. (2) Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.
3. EL, HPL are to be taken only on prior sanction and only in unforeseen circumstances the leave is to be applied and is to be informed to the office.

4. All the leaves are to be applied in ERP portal and intimation of the same may be given to the Establishment section.
5. Joining reports and Departure reports are to be given on proceeding from/joining duty.
6. In this connection attention is invited to Rule 3(1) (ii) 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 and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servants of all levels.

All the scientists, officers and staff members are also advised to observe the office timings in a true spirit and apply Casual leaves for short durations.

B.P.R. Mittal
19-4-18
Head of Office

Copies to:

1. All Scientists, Officers and staff members through e-mail.
2. Copy to PA to Director, NRCM for kind information please.
3. All Notice boards concerned.
4. Guard file copy.