




File No: MIRNC D/Miscellaneous/Training/Circular-office-order (2022 Part 2)/144

OFFICE MEMORANDUM

Subject: Punctuality and strict compliance with Biometric Attendance rules by all staff members at ICMR-NIIRNCD, Jodhpur – regarding.

It has been viewed with serious concern by the Competent Authority that despite repeated instructions and circulars issued in the past, a large number of staff members are habitually arriving late to the office. This lack of punctuality severely disrupts official functioning, hampers institutional discipline, and is in direct violation of the CCS (Conduct) Rules, 1964.

1. The Competent Authority has taken a serious note of this non-compliance. All staff members are hereby strictly directed to adhere strictly to the prescribed office timings and register their attendance mandatorily through the Biometric Attendance System (BAS).
2. Henceforth, necessary disciplinary/administrative action shall be initiated against the habitual latecomers and defaulters. To ensure strict monitoring of punctuality, the following mechanism is to be implemented with immediate effect:
 - i. The Head, IT Section shall extract the daily Biometric attendance records and provide the attendance sheet of all Regular Staff to the Establishment Section weekly.
 - ii. The Head, IT Section shall provide the weekly Biometric attendance sheet of all Temporary/Project Staff to the respective Principal Investigators (PIs) or Nodal Officer.
3. The Establishment Section and the concerned Principal Investigators (PIs)/Nodal Officers are directed to scrutinize the weekly attendance sheets and initiate appropriate action against the defaulters as per extant Government of India/ICMR rules.
4. Strict compliance of these instructions is expected from all concerned.
5. This issues with the approval of the Competent Authority.


(Sunil Bishnoi)
Section Officer
For Director

To:

1. All Regular and Temporary/Project Staff, ICMR-NIIRNCD, Jodhpur – for strict compliance.

Copy for information and necessary action to:

1. PA to Director, ICMR-NIIRNCD, Jodhpur.
2. Head, IT Section – with the direction to ensure weekly distribution of the biometric reports as stated in Para 2 above.
3. All Principal Investigators (PIs) / Head of Divisions.
4. Establishment Section.
5. Notice Board / IT Division for uploading on the Institute's website.
6. Guard File / Office Copy.