

राष्ट्रीय असंचारी रोग कार्यान्वयन अनुसंधान संस्थान
National Institute for Implementation Research on Non-Communicable Diseases
भारतीय आयुर्विज्ञान अनुसंधान परिषद/Indian Council of Medical Research
स्वास्थ्य अनुसंधान विभाग/Department of Health Research
स्वास्थ्य और परिवार कल्याण मंत्रालय/Ministry of Health and Family Welfare
भारत सरकार/Government Of India

**No. D/03/NIIRNCD/RoutineM,O&C/2023-24/
New Pali Road,
Jodhpur (Rajasthan) - 342005,
Date: 17.05.2023**

CIRCULAR

Subject: - Discipline and Punctuality in the Institute.

It has been observed by the undersigned that the officers and employees working in this institute are not following the rules regarding punctuality and discipline. Punctuality is a trait that is highly valued and respected, especially at the workplace where one is paid for the hours, he/she puts in.

1. Every member of the Staff/Officer is expected to be in his or her seat and to start work by 09.00 a.m. unless he/she has previously obtained special permission for late attendance. Ten minutes of grace may be allowed in respect of arrival time to cover any unforeseen contingencies. Persons reaching office during this period of grace are nevertheless late but such late coming may be condoned unless it becomes a matter of frequent occurrence. Half a day's casual leave is to be deducted from a Government Servant's Casual Leave Account for each day's late attendance.
2. However, it is seen that despite the issuance of instructions from time to time with regard to the need to the observance of punctuality, it is noted that most of the officers and staff do not observe punctuality. This unpleasant situation has been taken note of and viewed seriously by The Director In-charge. In this connection, attention is invited to Rule 3(1) (ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government Servant shall maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a government servant and disciplinary action may be taken against a government servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels.
3. To ensure punctuality by all, the following instructions are reiterated for scrupulous compliance by all officers and staff:
 - i. All Officers and staff should mark attendance on the Biometric Attendance System (BAS) without fail. All are expected to be in their seat by 9.00 AM unless he/she has previously obtained special permission for late attendance.
 - ii. The office timings are from 9:00 AM to 5:30 PM with 30 minutes lunch break from 1:00 PM to 1:30 PM and these are to be scrupulously observed. Each official has to put in at least 40 Hours of work time for the full 5 days a week. In case there is a holiday in a week, the total hours of work time in that particular week will be proportionately adjusted.
 - iii. In the morning, the time recorded between 9:00 AM and 9:10 AM would not be counted towards the shortfall as this is given for marking attendance in Biometric Attendance System. Thereafter, late coming of up to 20 minutes may be relaxed occasionally by the Supervisory Officer keeping view the transport problem or any other unforeseen eventually subject to the condition that the duration of late coming is compensated by

sitting late in the evening, preferably the same day or any other day of the same week so that the minimum 40 working Hours for a 5 days week is maintained.

- iv. Similarly, the early departure of up to 30 minutes can be relaxed occasionally by the Supervisory Officer subject to the condition that the duration of early departure is compensated by sitting extra time on any day of the same week so that the minimum 40 working Hours for a 5 days week is maintained.
- v. Only in exceptional cases like a consultation with doctors in CGHS Dispensary/ Hospitals/ attending social obligation etc. Late coming in the morning/early departure in the afternoon up to two hours (maximum) will be allowed subject to the condition that prior intimation/approval of the immediate superior officer has been obtained and the duration of late coming/early departure is compensated by devoting such extra hours of work to ensure that the minimum 40 hours work schedule for the entire week is maintained.
- vi. As per extant instructions, (as contained in DOPT O.M. No. 28034/8/75-Estt.A dated 04.07.1975; No. 28034/10/75-Estt-A dated 27.08.1975; No. 28034/3/82-Estt-A dated 05.03.1982) half-a-day's casual Leave should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available). Suitable disciplinary action may also be initiated against government servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.
- vii. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the AEBAS up to 01:30 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the AEBAS at 01:00 pm or after.
- viii. The officers on leave/tour are required to enter the details thereof in advance in the Aadhaar Enabled Biometric Attendance System (Go to <https://dmrcjodhpur.attendance.gov.in> — click “employee login” - enter biometric attendance ID and generate OTP, log in using the OTP received in the registered Mobile — mark leave/tour and logout), and in case where it is not done the same will be treated as absent and Casual Leave/Earned Leave as applicable would be debited. Reporting officers are required to log in daily and approve/reject pending leave/tour applications of their subordinates, if any.
- ix. Whenever an officer is relieved from a section/ joins a new section, the officer's Attendance ID, Basic Pay, Grade Pay and the name of the new reporting officer should be mentioned in the relief report/ Joining report. Copy of the Relief/ Joining report shall invariably be submitted to the Biometric Nodal Officer.
- x. Those officers/staff who are still not registered on the AEBAS are directed to register themselves without fail.
- xi. In the event of any technical glitch in the system, attendance may be marked in the Register maintained in the concerned section.
- xii. Attendance in the Biometric Attendance System would be monitored regularly by the Nodal Officer of AEBAS and the cases of habitual latecomers would be submitted to the Director/Director In-charge for appropriate administrative action. Consequently, the Nodal Officer of AEBAS submits a summary report every month on the 2nd of the month to the Directorate.
- xiii. Surprise attendance check at all levels would also be undertaken.

4. Regarding the matter mentioned earlier, it has been noted that certain employees record their biometric attendance and subsequently proceed to the guest house for breakfast. This behavior is deemed unacceptable. We would like to inform the Guest House In-charge that breakfast is only available from 8:00 AM to 9:15 AM, and no one is allowed to partake after this designated time nor permitted to occupy the guest house during office hours, please take note of this.
5. It has been brought to our notice that some employees are leaving the office premises during work hours without prior written approval from the section head. This is a violation of CCS conduct rules and has a negative impact on the productivity and efficiency of the office. As above, the supervisor of Main Gate has been instructed not to allow any employee or officer to leave the office premises during work hours without written permission at the gate or written/oral information received by the directorate to the gate supervisor. Any employee found violating this order will face disciplinary action. However, unauthorized absence during work hours will not be tolerated.
6. The above instructions may be noted by all concerned for strict compliance.

(डॉ. बोनथा वी. बाबू) / (Dr. Bontha V. Babu)
वैज्ञानिक-जी एवं प्रभारी निदेशक / Scientist-G & Director In-Charge
एनआईआईआरएनसीडी, जोधपुर / NIIRNCD, Jodhpur

To

All Officers / Employees / Contractual Staff / Project Staff

Copy to:

- (1) PA to Director
- (2) All Laboratory In-charges
- (3) Guest House In-charge
- (4) Dr. Ramesh Kumar Huda, Sci-C (IT) & Nodal Officer, AEBAS
- (5) Nodal Officer, MRHRU, Jaipur
- (6) Account Officer
- (7) Section Officer (Administration)
- (8) Mr. Manohar Singh Seervi, UDC, E-office Leave Admin Assistant
- (9) Security Supervisor
- (10) Smt. Kanchan Bala, Jr. Hindi Translator – *with a request to kindly bring this order in Hindi*
- (11) Notice Board