

# ICAR-NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT

Rajendranagar, Hyderabad – 500030 (TS) India

F.No.2-645/20-A.I

October 07, 2021

## CIRCULAR

It has been observed that some of the employees are not punctual in attending the office i.e., not reporting to duty at 09.15 A.M. The matter was discussed, in detail, in the Academic Committee Meeting (ACM) held today and it was viewed seriously by the Competent Authority.

2. Every employee is expected to be in seat and to start work at the prescribed opening hour i.e., at 09.15 A.M. 10 minutes' grace time may be allowed in respect of arrival time to cover any unforeseen contingencies. Such late coming within grace time may be condoned unless it becomes a matter of frequent recurrence.

3. Half a day casual leave shall be debited from the casual leave account of a Government servant for each late attendance. Suitable disciplinary action may be taken against the employee in addition to debiting half a day casual leave if the employee is persistently / habitually coming late.

4. The case of an employee who leaves early without permission before the closing of office hours should also be treated as late attendance and half a day casual leave shall be debited from the CL account for each such early departure from office.

5. All the employees including RAs, SRFs, YPs, etc. are required to report to duty in time so as to avoid inconvenience and deduction of leave with further action as per rules.

6. All the controlling officers should bring the contents of this circular to the notice of all the employees under their control and monitor their attendance.

This is issued with the approval of the Competent Authority.

  
(B.D. Phansal) 08/10/2021

Jt. Dir.(A) & Registrar

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