

ICAR-NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT

Rajendranagar, Hyderabad – 500030 (TS) India

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

February 15, 2022

CIRCULAR

Attention is drawn to Academy's Circular of even number dated 07.10.2021 wherein it was emphasized to maintain the punctuality in attendance and consequences for non-compliance. It has already been communicated vide Academy's Office Order No.2-640/20-A.I, dt.07.02.2022 that employees at all levels, without any exemption shall attend office on regular basis w.e.f. 07.02.2022.

2. However, 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 the 83rd meeting of Senior Officers Committee (SOC) and it was viewed seriously by the Competent Authority.
3. 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 will be initiated with further action as per rules.
4. 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.
5. This is issued with the approval of the Competent Authority.


15/02/2022

(B.D. Phansal)

Jt. Dir.(A) & Registrar

Distribution (through NAARM Webmail):

1. All employees of the Academy
2. PS to Director
3. PS to Joint Director
4. PA to JD(A)&R
5. PA to CF&AO
6. ICAR-NAARM Website
7. Guard File (Estt. Section)