

ICAR-NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT
Rajendranagar, Hyderabad – 500030, TS

F.No.2-645/20-A.I
February 14, 2023

CIRCULAR

It has been noticed that number of employees are not reporting to office in time and the same is viewed seriously by the Competent Authority.

All the employees including Project Staff, Contractual / outsourced personnel etc. are directed to report to duty in time and mark their attendance in AEBAS or other type of mechanism applicable to them. **Appropriate action as per rules will be taken against the late comers.**

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.


14/2/23
(Mukul Rajsingh)
Senior Admin.Officer

Distribution (through NAARM Webmail):

1. **All employees of the Academy**
2. PS to Director
3. PS to Joint Director
4. PA to CAO(SG)
5. PS to Comptroller
6. Nodal Officer, AEBAS and MIS/FMS
7. ICAR-NAARM Website
8. Guard File (Estt.Section)