

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड  
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./OO/2015/001/A-502

Date:

20 NOV 2015

CIRCULAR

This is brought to the notice of all the employees that the Govt. of India issued Office Memorandum on 22<sup>nd</sup> June, 2015, informing that as per the Rule 3(1)(ii) of CCS (Conduct) Rules, 1964, every employee shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of an employee and disciplinary action may be taken against such employee. It is also added that punctuality in attendance is to be observed by the employee at all levels.

All the employees are hereby directed to maintain punctuality in attending their work place in time and remain present during the office hours i.e. from 09:00 am to 05:30 pm. The employees are not expected to work beyond working hours. However, if the employees are required to work beyond office working hours or in holidays for completion of pending work, they shall obtain prior permission in writing from the Institute authority. However, no such permission is necessary for research/laboratory/teaching work and student related matters including hostels.

All the employees are, hereby, directed to adhere with the above instructions failing which the Institute will be constrained to take necessary action as per rules.



Director

Copy to:-

1. All employees of the Institute – through email
2. Assistant Registrar (Admin.)
3. PA to Director
4. PA to Registrar
5. Guard File – for record

No. 11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment A-III Desk  
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North Block, New Delhi – 110001  
Dated June 22<sup>nd</sup>, 2015

**OFFICE MEMORANDUM**

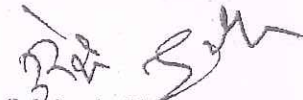
Subject: Observance of punctuality in Government Offices.

Instructions have been issued from time to time with regard to the need to observe punctuality by Government servants. Responsibility for ensuring punctuality in respect of their employees rests within Ministries/ Departments/ Offices.

2. The decision to introduce AADHAR enabled Bio-metric Attendance System (AEBAS) in Central Government offices, including attached/ sub-ordinate offices, to replace the manual system of marking of attendance to ensure punctuality is to be implemented in all Ministries/ Departments. This Department vide O.M. of even no. dated 21.11.2014 and 28.01.2015, while recognizing that the Biometric Attendance System is only an enabling platform had, inter-alia, stated that there was no change in the instructions relating to office hours, late attendance etc.

3. In this connection attention is invited to Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels.

4. It is also requested that the necessary directions may be issued to all employees to mark their attendance in BAS portal on regular basis.

  
(Mukesh Chaturvedi)  
Director (Establishment)  
Tel: 23093176

To:

1. All Ministries / Departments of Government of India.
2. Comptroller & Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Central Bureau of Investigation, New Delhi.
6. All Union Territories Administration.
7. Lok Sabha / Rajya Sabha Secretariat
8. All attached and subordinate Offices of Ministry of Personnel, PG & Pensions.
9. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Conduct Rules)