

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

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CSIR COMPLEX
PUSA
New Delhi 110012

February 27, 2014

C I R C U L A R

The normal hours of attendance is 9.00 a.m. to 5.30 p.m. and every official is literally expected to be present in the office at scheduled opening hours.

However, of late it has been observed that a fair number of officials do not observe punctuality despite issuance of instructions to that effect in the past. The Competent Authority, CSIR Complex has taken a very serious view of the habitual late coming and early going. Therefore, all members/officials of the staff of CSIR Complex are requested to maintain punctuality in office attendance.

It may be noted that Half-a day's casual leave may be debited to the casual leave account of the employee for each late attendance. However, late attendance up to two hours, on not more than two occasions in a month, may be condoned if this is due to unavoidable circumstances. In addition, habitual non-observance of scheduled hours for attending office may also be treated as lack of devotion to duty and may attract disciplinary action under the extant provisions of CCS(CCA) Rules,1965.

(VEENA JAIN)
DEPUTY SECRETARY

27-2-2014.

Copy to:-

1. PS to Head, HRDG
2. PA to Director(EC), ESD
3. PA to Head, RAB(Cx)
4. All Divisional/Sectional Heads of CSIR Complex
5. Head, IT(Cx) -- with the request to upload Circular on HRDG website.
6. Sh.PC Katoch, Security Assistant- with the instruction to maintain record of late comers.
7. All Notice Boards.
8. Office copy.