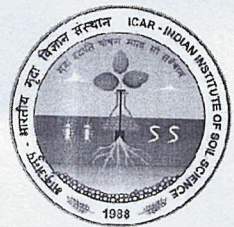




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F.No. 12-58/2020-Estt.

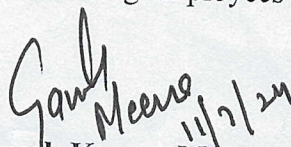
Date: 11th July, 2024

CIRCULAR

Reference is invited to Council's Office Memorandum F. No. 6(4)/2021-ICT (e/f 164120) Dated 26th June, 2024. In this regard, it is informed that:

1. All employees should mark their attendance using Aadhar Enabled Biometric Attendance System (AEBAS) without fail.
2. Half-a-day Casual Leave (CL) should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the Competent Authority. In addition to debiting Casual Leave (or Earned Leave when no CL is available) disciplinary action may also be initiated against the employees coming to office habitually late as it amounts to 'misconduct' under the CCS (Conduct) Rules, 1964. Early leaving is also to be treated in the same manner as late coming.
3. Employees should reach office on office time. Late coming and late leaving by completing the office hours may not be considered.
3. I/c AKMU shall ensure that the biometric machines remain functional all the times.
4. In respect of Divyaang employees, I/c AKMU will make appropriate arrangements for providing convenient and easily accessible machines for capturing biometrics through suitable alternative modes.
5. The data relating to punctuality and attendance of an employee should also be taken into account, while considering him/her for important assignments, trainings, deputations and transfer/posting.

This issues with the approval of the Director, ICAR-IISS, Bhopal for strict compliance by all the employees and initiate suitable action against the defaulting employees with immediate effect.


(Ganesh Kumar Meena)
Administrative Officer

Distribution: -

1. All HODs/PCs/In-charges, Principal Scientist, Senior Scientist, Scientist with a request to bring the contents of this circular to the notice of all RAs/SRFs/JRFs/YP-I & II/FA/Project Assistants working under their supervision. (through e-mail).
2. All Technical, Administrative, supporting staff, ICAR-IISS, Bhopal (through e-mail).
3. PS to Director, ICAR-IISS, Bhopal.
4. I/c AKMU, ICAR-IISS, Bhopal for compliance and with a request to upload the