



No.F.1-1/2022-EC/614-673

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
SRI AUROBINDO MARG, NEW DELHI-110016
(ESTABLISHMENT COORDINATION SECTION)

Dated: 31.05.2022

Subject: Observation of punctuality – strict adherence of instructions.

The Council vide its Circular of even number dated 19.05.2022 has circulated instructions for observing punctuality.

Consolidated instructions for punching/marking attendance on Biometric Machine for maintaining punctuality in the Council in respect of each and every staff of the Council viz. Academic /non-academic (regular/contractual/outsourcing) are as under:

1. Council timings are 09:00 a.m. to 05:30 p.m. (except for the staff engaged in shift duties).
2. Further, fifteen minutes grace period in marking the attendance in morning shift is provided to officials, however, officials who punched at 09:15 a.m. will have to compensate and punch in the evening at 05.45 p.m. accordingly.
3. Half-a-days casual leave shall be deducted from the casual leave account of the Council employee for each late attendance. However, late attendance up to one hour, on not more than two occasions in a month, may be condoned if this is due to unavoidable reasons.
4. Suitable disciplinary action may be taken against the employee concerned in addition to debiting half-a-days casual leave, if he/she is persistently/habitually attending late.
5. In exceptional cases, late coming/early departure in the afternoon is up to the condition that prior intimation/approval of the HoD/DS/Unit In charge has been obtained and the duration of late coming/early departure is compensated by devoting extra hours of work as to ensure that the 40 hours of work time for 5 days a week is maintained.
6. Any official availing half day casual leave in the forenoon will make arrival entry in the Biometric machine up to 01:30 p.m. and the official availing half a day casual leave in the afternoon may take departure entry in the machine at 01:30 p.m. or after.

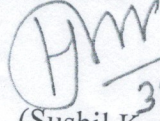
It is observed that some officials do not adhere to the office timings (9.00 a.m. to 5:30 p.m. with lunch break from 1.00 p.m. to 1:30 p.m.) and report in the office late and leave early. This not only affects office work adversely but also violates Rule 3(1)(ii) of Central Civil Service (Conduct) Rules 1964.

Therefore, it is reiterated that all the officers/officials must strictly adhere to the office timings and also devote their full attention to the tasks assigned to them. It is impressed upon all the Heads of the Departments and Branch Officers in the Council to convey these instructions to officials working under their control **for strict compliance**. All the Heads of the Departments and Branch Officers in the Council are also requested to maintain Attendance register for the outsourcing and contractual staff and their timings may also be noted for adherence of these

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instructions. In case of regular employees, monthly attendance record will be called for by the respective HoDs/Deputy Secretaries, if needed, from CRC, NCERT for taking necessary action as per guidelines.

This issues with the approval of Competent Authority.


(Sushil Kumar)
Under Secretary

Office of Joint Director, CIET
Date: 31/5/2022

Copy to:

1. Joint Director, CIET.
2. Dean (A), NCERT.
3. Heads of the Departments/Units/Cells of NIE.
4. Deputy Secretary, C&W Section with the request to ensure installation of non-Aadhar based Biometric machine for contractual/outsourced staff as per instructions given by EC Section vide Council Order F.No.1-3/2022-EC dated 13.05.2022 latest by 31st May, 2022. Also submit Compliance Report for perusal of Higher Authority of NCERT.
5. I/C CRC (SSA), NCERT.
6. All Deputy/Under Secretaries including CIET/VSO, NCERT.
7. Administrative Officer, Publication Department, NCERT.
8. All Branch officers/ Sections in the Council Hqrs.
9. P.S. to Director, NCERT.
10. P.S. to Joint Director, NCERT.
11. P.S. to Secretary, NCERT.
12. Notice Boards.
13. Head, DICT for uploading it on the website of the Council.

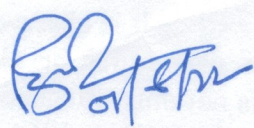
JD-Ciet (outlet)

Prof. Program Apmal/lo. W 1/6/22

Anand
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1) H/DICT and other Heads, CIET
2) DS (Ciet)

Dr. Rajan

M. upload


Lab (201)
Sh. Jitendra
2/6/22